

## Graduate Student Travel Grant-- Guidelines and Instructions

The Public Policy and Political Economy Program annually allocates funds to support for students' professional advancement. These funds are intended to assist graduate students who have completed a substantial portion of their graduate course work to present results from their research at professional meetings (proposed activity must have been accepted by an association or professional venue to be eligible for travel funds).

Students must complete sections 1 through 4 of the application, have their advisor complete section 5, and then submit to the Program Head to secure some monetary contribution. Applications will be reviewed based on the significance of the student's research and the importance of the conference as defined by the student's Thesis Advisor. Once a decision has been made, an email confirming the amount awarded will be sent to the graduate student.

In order to receive funding graduate students **are required** to submit to the Program head a copy of the presentation and paper at least two weeks prior to attending the meeting. **PPPE students are also required to make a presentation in the Dissertation Seminar class at least one week prior to attending the conference. It is the responsibility of the student to contact the professor teaching dissertation seminar to arrange a time to present.** Failure to comply with these requirements will result in funding being cancelled.

Graduate students should seek assistance from the Program Assistant on how to secure these funds before making final travel arrangements. All paperwork must be processed prior to July 15 of the academic year it is awarded.

If you have any questions regarding the Graduate Student Travel Grant process, please contact our office (972) 883-6406.

**NOTE:** *Sections 1-4 MUST be completed by graduate student. Graduate student should then give form to thesis advisor to complete section 5. Thesis advisor should then give form to Program Head. Program Head will notify student. Incomplete applications will be returned.*

## Section 1: APPLICANT INFORMATION

(please print)

Last Name

First Name

UTD ID#

Telephone Number

Street Address

City

State

Zip Code

E-Mail Address

Graduate Major

Degree Sought

Number of credits enrolled during current semester:

Is your course work complete? (yes or no)

Yes (date):

No (anticipated date of completion):

Date you passed the of MQE:

Date of dissertation proposal defense (scheduled):

Have you received a Graduate **Student Travel** Grant support for the current academic year?(yes or no)

If you answered **YES**, how many times have you been awarded Travel Grant funds this academic year?

If you have received funds for travel from UTD in the previous 5 years please indicate when and for what purpose. Also clearly state what resulted from the travel and what value it had to the university

## Section 2: ESTIMATED BUDGET FOR TRAVEL

Transportation costs:

modes of transportation:

Lodging costs:

(\$ \_\_\_\_\_ per day for \_\_\_\_\_ days)

Food and incidentals

Registration fee (if applicable)

**Total Requested:**

### Section 3: CONFERENCE TRAVEL INFORMATION

Conference Name: \_\_\_\_\_

Dates of **Travel**: \_\_\_\_\_

*departure date*: \_\_\_\_\_

*return date*: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Nature of Conference: (select the appropriate choice(s))

\_\_\_\_\_ Main meeting of discipline/field

\_\_\_\_\_ Specialized topic

\_\_\_\_\_ Conference for special purpose (not annual)

\_\_\_\_\_ Professional/non-academic

### Section 4: PURPOSE OF TRAVEL

Paper Presentation: (select the appropriate choice(s))

\_\_\_\_\_ Panelist

\_\_\_\_\_ Poster Session

\_\_\_\_\_ Other (describe below)

**Paper Presentation / Poster Session:**

Title of paper/poster session: \_\_\_\_\_

Degree of involvement: (select the appropriate choice(s))

Author \_\_\_\_\_

Co-Author \_\_\_\_\_

Commentator/Discussant \_\_\_\_\_

Will your presentation be based on your thesis work? yes or no \_\_\_\_\_

If "**YES**," please answer the following:

Anticipated date for completion of thesis: \_\_\_\_\_

Thesis title/subject: \_\_\_\_\_

Level of thesis work reflected by presentation: (select the appropriate choice(s))

\_\_\_\_\_ Preliminary study

\_\_\_\_\_ 50-60% progress

\_\_\_\_\_ Final result

If "**NO**," what is the basis for the presentation? \_\_\_\_\_

**Panelist or Other Purpose:** If you are not presenting a paper or poster session, complete the questions below.

Are you a participant in a special graduate activity? Yes or no

Describe your purpose for attending:

Signature of Graduate Student

Date

### Section 5: THESIS ADVISOR APPROVAL

I recommend that this **student** be considered for the Graduate **Student Travel** Grant based on his/her previous record and the present status of their research. (yes or no)

Rate the following on a scale of 1 (low) to 5 (high):

Significance of the event for which funding is requested in the student's field:

Priority of the student's research and presentation:

Comment about the significance of the student's research and presentation:

Thesis Advisor Signature

print name

Date

### Section 6: PROGRAM APPROVAL

I recommend that this **student** be considered for the Graduate **Student Travel** Grant. (yes or no)

Program head Signature:

print name

Date