

Graduate Student Travel Grants

Maximum Award: \$500

Purpose: Graduate Student Travel Grants are designed to support graduate students' professional development through travel to present students' research at a regional, national, or international conference.

Eligibility: Student *must* be the first author on the presentation OR the presenting author on the presentation in order to be eligible for travel funds. Note, if there are multiple student authors on a single presentation, only the student listed as the first and/or presenting author will be eligible for travel funds.

Who can apply? All graduate students can apply. Students are limited to two travel grants per degree. Students may not receive more than \$2500 in total for research and travel grants per degree.

Fundable budget expenses:

- Transportation (e.g., airfare, mileage)
- Lodging
- Conference/meeting registration fee
- Food/incidentals
- Cost-sharing

What if I submitted a proposal to a meeting or conference, but I haven't received notification that it is accepted? You are still eligible to apply; you will need to submit proof of acceptance as well as proof that you are the presenting author on the submission.

Application Instructions:

- A. Complete the following application form in full.
- B. Complete the proposed budget and budget justification in full:
 - i. Lodging (number of nights, cost per night, total cost)
 - ii. Conference/meeting registration fee (in budget justification, note whether there is a discounted rate for student registration and/or early-bird registration)
 - iii. Transportation (e.g., airfare, mileage, cab/ride-share)
- iv. Food/incidentals (please adhere to U.S. General Services Administration per diem rates, found here: https://www.gsa.gov/travel/plan-book/per-diem-rates)
- v. Cost-sharing (if there is cost-share, the applicant needs to note exact amounts/sources of cost share)

C. Conference/meeting abstract

- i. If you have already received notification of your acceptance to the conference/meeting, please include the notification (email, conference website screenshot) as an attachment with your application.
- D. Once the above are completed, send to your mentor/advisor for their signature indicating approval. Advisors/mentors should then send to the department chair for approval and signature. Once completed, department chairs should send to the college dean/college signatory for approval.
- E. Once all signatures have been obtained, the application for travel grant funds should be submitted in full to gsresearchgrant@wku.edu. Only completed applications with all signatures will be reviewed.



Graduate Student Travel Grant Application

Section A. To Be Completed by Student

Presentation Title:					
Conference/Meeting					
Title:					
Conference/Meeting					
Dates:					
Conference Location:					
Student Name:	Degree Program:				
WKU 800#	Expected Graduation Date:				
WKU Email Address:					
Advisor:					
Request for travel funds					
in the amount of:					
Please list previous Gradu	ate Student Travel Grants if applicable (date and amo	unt awarded):			
Did any other students cor	ntribute to this project? Yes No				
In the space below, please list whether the proposal submitted for presentation contains additional					
authors and indicate the <i>authorship order</i> (note, authors may be other students and/or faculty):					
Please describe the developmental activities and how participation in the specified					
conference/meeting supports your future goals in the space below:					
Are you the presenting au	thor on the submission for presentation?	Yes No			
Please indicate your agreement with the following statement: I attest that		Yes No			
this project was written by me and/or the authors jointly indicated above and					
the submission is in my/our own words.					
Advisor Signature:	D	ate			
Department Head	Head Date				
Signature:	Date				
College Dean Signature:	Date				

Section B. Graduate Student Travel Grant Budget Form

Name	e			
Project Title	е			
Adviso	r			
	Item	Cost	# Of Days	Total Cost
A. Transpo	rtation (specify mode)			
1				
2				
3				
4				
5				
Subtotal				
B. Lodging	(specify cost/night, number of nig	ghts, and total estimated cost)	
1				
2				
3				
4				
5				
Subtotal				
C. Conferer	nce/Meeting Registration			
1				
2				
3				
4				
5				
Subtotal				
D. Meals an	nd Incidentals (see https://www	.gsa.gov/travel/plan-book/	per-diem-rates)
1	,			,
2				
3				
4				
5				
Subtotal				
E. Other				
1				
2				
3				
4				
5				
Subtotal				
			Total Budget	
			. J.u. Duugot	

Will this Grant completely fund your Travel? If no, please include details about additional funding sources (funding source, amount requested, pertinent dates, and status – under review, funded, not funded) in the space below: Are your receiving any cost characteristics are your Travel? In other words, are your No.					
pertinent dates, and status – under review, funded, not funded) in the space below:					
And you receiving any cost shows for your Troyal? In other words, are you					
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And you woodiving any cost show for your Troyal? In other words are you					
And you wood in a case should for your Trough I be other yourse, one you.					
Average receiving any cost chare for your Travel 2 in other words are you.					
Are you receiving any cost-share for your Travel? In other words, are you Yes No					
receiving any departmental or college support for travel to the indicated conference/meeting?					
If yes, please describe the funding source, amount, and how the funding is being used in the space below:					
Budget Narrative/Justification: Provide a detailed explanation and justification for all travel costs in					
the space below. In other words, for each item listed in your budget, provide a narrative justifying the expense and why it is needed for your travel.					
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Section C. Conference/Meeting Abstract

Student's Conference/Meeting Proposal Abstract:	