

**Application for Graduate Student Conference and Research Travel**

*(Application to be completed by student and signed by student, faculty advisor and department head **and** must be received in the Graduate School at least a week before the conference to be considered for funding.)*

Funding from the Provost's Initiatives for Excellence and the Graduate School makes this conference and research funding possible. Travel funds are intended for student traveling to professional meetings and conferences and for students who need to travel to conduct research. Limited funding is available for students fitting into these categories.

Please include the following items as an attachment(s) with this application (Incomplete Applications will not be considered):

1. A synopsis of your travel (two to three pages detailing why you want to go, what you hope to gain from the experience, contacts you might make, etc.)
2. Either:
  - a. A synopsis of your research thus far (including but not limited to a literature review and methods) **or**
  - b. The paper you plan to present at the conference or your acceptance notification **or**
  - c. Your proof of registration.
3. A detailed budget of **all** anticipated expenses (airfare, meals, lodging, etc.).

If awarded funding upon your return you will be required to turn in the following materials to be reimbursed for your travel expenses:

1. Travel Expense Voucher and itemized final budget,
2. Receipts,
3. Create/maintain a Student Engagement Activities Transcript (<http://www.wku.edu/seat/directions.html>). A thesis, dissertation or final project report is also required if your funding was provided to conduct research.

Name \_\_\_\_\_ WKU ID # \_\_\_\_\_  
 Last \_\_\_\_\_ First \_\_\_\_\_ M/M \_\_\_\_\_

Address \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Department \_\_\_\_\_ Advisor \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Is the travel for a conference or research?

Conference

Research

If a conference, which conference? \_\_\_\_\_

Dates of travel: \_\_\_\_\_ to \_\_\_\_\_

Are you receiving other financial assistance to support this travel?

Yes  No

How much is provided by other sponsors? \$ \_\_\_\_\_

Total Trip Amount: \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

When your application is complete with accompanying materials please have your advisor and department head review and approve below. All materials must be submitted and be complete for funding consideration. If you have questions about the process, please contact Shanda Hopper in the Graduate School Office, (270) 745-2446.

**ADVISOR:** I endorse this activity and support it by requesting funding in the amount of \$ \_\_\_\_\_.

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Please evaluate the merit of this activity and the intended learning outcomes in the space below.

**DEPARTMENT HEAD:** I endorse this activity and support it with departmental funds in the amount of \$ \_\_\_\_\_ and request additional funds in the amount of \$ \_\_\_\_\_.

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Please evaluate the merit of this activity and the intended learning outcomes in the space below.

**COLLEGE DEAN:** I endorse this activity and support it with departmental funds in the amount of \$\_\_\_\_\_.

College Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Please evaluate the merit of this activity and the intended learning outcomes in the space below.