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:			
Is this your Thesis, Dissertation, Specialist Project or Capstone research?	Yes No N/A (my program does not have this requirement)		
Please list previous Graduate Student Travel Grants if applicable (date and amount awarded):			
Did any other students contribute to this project?	Yes No		
In the space below, please list whether the proposal submitted for presentation contains additional authors and indicate the *authorship order* (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 author on the submission for presentation?	Yes No		
Please indicate your agreement with the following statement: I attest that this project was written by me and/or the authors jointly indicated above and the submission is in my/our own words.	Yes No		
Advisor Signature: ▶	Date		
Department Head Signature: ▶	Date		

Section B. Graduate Student Travel Grant Budget Form

Name				
Project Title				
Advisor				
	Item	**Cost**	**# Of Days**	**Total Cost**
A. Transportation (specify mode)				
1				
2				
3				
4				
5				
Subtotal				
B. Lodging (specify cost/night, number of nights, and total estimated cost)				
1				
2				
3				
4				
5				
Subtotal				
C. Conference/Meeting Registration				
1				
2				
3				
4				
5				
Subtotal				
D. Meals and 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	

Cost Sharing	
Will this Grant completely fund your Travel?	Yes No
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 you receiving any cost-share for your Travel? In other words, are you receiving any departmental or college support for travel to the indicated conference/meeting?	Yes No
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.	

Section C. Conference/Meeting Abstract

Student's Conference/Meeting Proposal Abstract: