

Washington State University Tri-Cities

Graduate Travel Grant Application

- Applications are reviewed three times per year. The deadline for application submission is 5PM on each of the following days: **September 1, January 15, and June 1.**
- Submit complete applications, including the letter of recommendation sent by a faculty member, to the Associate Vice Chancellor for Research, Dr. Judith Morrison, via email to her assistant at niamh.oleary@wsu.edu

Section I – Applicant Details

Date of application: _____

Applicant name: _____ WSU ID: _____

Phone: _____ Email: _____

Graduate program: _____ WSU GPA: _____

Are you currently registered at WSU Tri-Cities? Yes No

Number of credits currently enrolled: _____

Number of semesters completed at WSU Tri-Cities: _____

Degree: Master's PhD EdD Tentative completion date: _____

Date of preliminary exam (for PhD students): _____

Have you previously received a WSU Tri-Cities Graduate Travel Grant? Yes No

If yes, provide amount of grant and travel date(s): _____

Section II – Travel Details

Proposed date(s) of travel: _____ to _____

Destination (city, state, country): _____

Method of travel: Personal Vehicle University Vehicle Bus Train Airplane

Are you traveling with other University-affiliated individuals? Yes No

If yes, list the names: _____

Are you sharing expenses (lodging, transportation, etc.) with other graduate students/attendees? Yes No

Are you receiving funding from another source for this travel? Yes No
 If yes, provide the source and amount of funding: _____

Travel Related Costs	Name of Vendor (airline, hotel, etc.)	Total Cost (before shared expenses)	Your Cost (after any shared expenses)
Registration			
Lodging			
Transportation (including taxi/shuttle)			
		Total Amount Requested:	

Section III – Purpose of Travel Details

Please complete only one part in Section III – Part A or Part B.

- A.** The **primary purpose** for travel grants is to assist in paying for registration fees, travel, and lodging expenses at professional conferences at which the graduate student presents a scholarly paper or other professional conference presentation. The presentation must cover research conducted while attending WSU, not a previous institution. **Complete Part III–A if your travel meets this objective.**

Presentation at Professional Meeting

Name of meeting: _____

Meeting date(s): _____

Location: _____

Presentation activity (select all that apply):

- Oral presentation
- Poster presentation
- Leading or moderating a workshop or session

Title of professional paper, workshop, poster: _____

List of authors on presentation as shown in conference proceedings: _____

Attach copy of abstract and workshop acceptance from conference provider to the application. If not available, provide explanation:

Section III – Purpose of Travel Details (continued)

Please complete only one part in Section III – Part A or Part B.

B. The **secondary purpose** for travel grants is to assist in paying for registration fees, travel, and lodging costs associated with graduate studies. **Complete Part III–B if your travel meets one of the following objectives:**

- Attending (but not presenting at) a meeting or conference related to one’s graduate studies.
- Receiving a significant award or recognition relative to one’s academic field or service to the University.
- Travel and lodging for significant professional development opportunity.

Provide information based on the type of travel you are applying for:

Professional Meeting Attendance

Name of meeting: _____

Meeting date(s): _____

Location: _____

Receiving Award or Other Recognition

Name of award: _____

Event date(s): _____

Location of event/award ceremony: _____

Travel for Professional Development

Name of meeting: _____

Meeting date(s): _____

Location of meeting: _____

Section IV – Purpose of Travel Summary

Attach a summary of your poster presentation, workshop/session, award, or professional development opportunity in terminology that can be understood by a non-specialist. If leading/moderating a workshop, describe the session. In your statement, inform the reader of the significance of your paper, professional workshop, or research, and describe how the activity and the travel award will contribute to your overall graduate program. (Maximum one page)

Section V – Summary of Importance of Professional Development

Summarize why attending this conference is important for your professional development. This should be one paragraph describing to the committee the importance to you and your professional development, including how you hope to benefit from attending and/or presenting.

Section VI – Faculty Recommendation

Please provide the information below to your recommender and have them submit a letter of recommendation directly to the Associate Vice Chancellor for Research, Dr. Judith Morrison, via email to her assistant at niamh.oleary@wsu.edu by 5:00 pm by the deadline date (**September 1, January 15, or June 1.**)

Faculty Advisor – Letter of Recommendation:

Graduate Student Name: _____

Faculty Name: _____

Faculty Title: _____

Department: _____

Please address the following questions in your letter of recommendation for the student named above.

1. How long have you known the student?
2. In what capacity are you involved in this student’s coursework, research, etc.?
3. How will this travel grant benefit the student’s scholastic efforts and professional contributions?
4. Please be explicit regarding the quality and significance of the applicant’s activity and whether it is consistent with the applicant’s professional development.
5. If student proposes travel in the summer (May 15 – August 15), please confirm that the student will be enrolled in at least 6 credits in the Fall semester following travel.