

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 to niamh.oleary@wsu.edu, assistant to the Associate Vice Chancellor for Research, Dr. Judith Morrison. Letters of recommendation are sent directly from the faculty member to niamh.oleary@wsu.edu by the deadline.

Section I – Applicant Details

Date of application: _____

Applicant name: _____

WSU ID: _____

Phone: _____

Email: _____

Graduate program: _____

Degree: Master's ☐ PhD ☐ EdD ☐ DNP ☐

Tentative completion date: _____

Date of Prelims (if applicable): _____

WSU GPA: _____

Is WSU Tri-Cities your official campus of residence? Yes ☐ No ☐

Number of credits currently enrolled: _____

If applying for June 1 deadline, number of credits enrolled for subsequent fall semester: _____

If travel will occur between May 15 and August 15, will you be enrolled in the following fall semester?

Yes ☐ No ☐

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: Airplane ☐ Train ☐ Bus ☐ University Vehicle ☐ Rental Vehicle ☐ Personal Vehicle ☐

Are you traveling with other WSU-affiliated individuals? Yes ☐ No ☐

Are you sharing expenses (e.g. lodging, car rental) with other graduate students/attendees? Yes ☐ No ☐

Are you receiving any funding from another source (WSU or external) for this travel? Yes ☐ No ☐

If Yes, provide the source and the amount of funding: _____

Fill in the table below with estimates of costs associated with this travel.

Travel Related Costs	Total Cost (before shared expenses, if any)	Your Cost (after any shared expenses)
Registration		
Transportation (eg flight/train; taxi/shuttle)		
Lodging		
Food		
	Your Total Cost:	
	Minus Other Funding from WSU or External Sources (if any)	
	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 – Significance of Travel Summary

Provide a summary (maximum one page) 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 summary, 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.

Section V – Importance of Professional Development Summary

In one paragraph summarize why attending this conference is important for your professional development by 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 the Fall semester following travel.