

## Washington State University Tri-Cities Graduate Student Travel Grant Application

- Before beginning this application, please review the Guidelines that start on page 6.
- 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](mailto:niamh.oleary@wsu.edu), assistant to the Vice Chancellor for Research and Graduate Education, Dr. Robert Bauman. Letters of recommendation are sent directly from the faculty member to [niamh.oleary@wsu.edu](mailto:niamh.oleary@wsu.edu) by the deadline.

### **Section I – Applicant Details**

Date of application: \_\_\_\_\_

Applicant name: \_\_\_\_\_

WSU ID: \_\_\_\_\_

Email: \_\_\_\_\_

Graduate program: \_\_\_\_\_

Degree: Master's  PhD  EdD  DNP

Tentative completion date: \_\_\_\_\_

Date of Prelims (if applicable): \_\_\_\_\_

WSU GPA: \_\_\_\_\_

Is WSU Tri-Cities listed as your campus in myWSU? 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**

*Note: Applications are considered only for **future** travel. Awards will not be granted for past travel.*

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.***

<b>Travel Related Costs</b>	<b>Total Cost (before shared expenses, if any)</b>	<b>Your Cost (after any shared expenses)</b>
Registration		
Transportation		
Lodging		
Food		
	Your Total Cost:	
	Minus Other Funding from WSU or External Sources (if any):	
	<b>Total Amount Requested:</b>	

**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

Presentation status:

- Not yet submitted
- Submitted, but not yet accepted
- Accepted

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 and Importance of Travel Summary**

Describe the following items in terminology that can be understood by a non-specialist (one page maximum):

- Summary of presentation (or poster, workshop, session, etc.)
- The significance or importance of this work
- The contribution you expect it to make to your overall graduate studies
- The benefit you expect it to provide to your professional development.

## **Section V – Faculty Recommendation**

Please provide the information below to your recommender and have them submit a letter of recommendation directly to the Vice Chancellor for Research and Graduate Education, Dr. Robert Bauman, via email to his assistant at [niamh.oleary@wsu.edu](mailto:niamh.oleary@wsu.edu). **This letter must be received by 5:00 pm on 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.

# ***Guidelines***

## **Graduate Student Travel Grants**

Washington State University, Tri-Cities

*(Made possible by ASWSUTC, Academic Affairs, and WSU Tri-Cities)*

### **Criteria for Student Eligibility**

1. Graduate degree-seeking student in good standing.
2. WSU Tri-Cities listed as campus in myWSU
3. An applicant can only receive one travel grant in any fiscal year (July 1 – June 30).
4. Enrollment requirement:
  - If submitting for September 1 deadline or January 15 deadline:  
Currently enrolled at WSU Tri-Cities in at least six (6) graduate credits when applying for the grant.
  - If submitting for June 1 deadline:  
Signed up for at least six (6) graduate credits at WSU Tri-Cities for the subsequent Fall semester when applying for the grant.

**If travel will take place during the Summer (May 15 – August 15), acknowledgment of continued enrollment during the subsequent Fall semester must be noted in the application.**

### **Appropriate Use of Funds**

1. The **primary purpose** of travel funds 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.
2. **Secondary purposes** for the travel funds is to supplement registration fees, travel, and lodging expenses associated with one of the following:
  - Attendance at a meeting or conference that benefits the overall learning objectives relative to one's graduate studies.
  - Receiving a significant award or recognition that is related to the student's academic field or service to the University.
  - Travel to participate in a significant professional development activity.

**Note:** Travel grants are funded largely using Services and Activities (S&A) fees, thus expenditures are limited to non-academic activities. Grant funds may NOT be used to support travel for the purpose of conducting research or other activities (including formal classes involving grades) directly associated with the requirements of completing a graduate degree at WSU Tri-Cities.

### **Grant Award Limits**

1. Grant awards are given based upon the amount requested and the reason for travel. Applicants meeting the primary purpose for travel may be awarded *up to* \$1,000. Applicants meeting the secondary purpose for travel may be awarded *up to* \$500. *In rare instances, additional amounts may be considered.*
2. Limit of one award per student each fiscal year (July 1-June 30).
3. Master's students can only receive one award during their entire program.
4. Doctoral students can receive up to two awards throughout their doctoral program.

### **Application Process**

- Applications must be received, reviewed, and approved **prior** to travel. Awards will not be granted for past travel.
- 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.
- Completed applications must be submitted to the Vice Chancellor for Research and Graduate Education, Dr. Bauman, via email to his assistant at [niamh.oleary@wsu.edu](mailto:niamh.oleary@wsu.edu)
- Applications must be complete to be considered for funding. Be sure that all sections of the application form are completed and that the faculty letter of recommendation has been sent to [niamh.oleary@wsu.edu](mailto:niamh.oleary@wsu.edu)

### **Application Evaluation**

- The Graduate Travel Grant Committee will review all applications within two (2) weeks of the above dates and respond to each applicant.
- Applications will be competitively rated based on how well they correspond to the primary or secondary purposes of the travel funds.
- The Graduate Travel Grant Committee can limit awards depending on the strength of the application, available funds, and the number of applicants.