

Graduate Travel Grant Funding

Guidelines for Washington State University Tri-Cities Graduate Students

(Sponsored by the Offices of ASWSUTC and Academic Affairs as well as other sources of funding)

Criteria for student eligibility

1. Enrollment:

- 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.

2. Graduate degree seeking student in good standing.

3. Current residence at the WSU Tri-Cities campus.

4. An applicant can only receive one travel grant in any fiscal year (July 1 – June 30).

Appropriate use of funds

1. The **primary purpose** of travel funds will be 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 will be 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 which 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.
 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.
- In rare instances, additional travel services may be considered.*

Application Process

- 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 Associate Vice Chancellor for Research, Dr. Judith Morrison, via email to her assistant at niamh.oleary@wsu.edu
- Applications must be received, reviewed, and approved **prior** to travel. Awards will not be granted for past travel.
- 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 will limit requests depending on the strength of the application, available funds, and the number of applicants.
- Applications must be fully completed to be considered for funding. Be sure to complete all sections of the application form.