

REQUEST FOR UMKC GRADUATE STUDENT TRAVEL GRANT

Guidelines

General: The Dean of the School of Graduate Studies will consider applications for funds to help defray travel costs for the purpose of: (a) presenting original research papers at reputable professional meetings; and (b) equivalent activities in the creative arts. Such presentations may be volunteered or invited, and may be podium or poster presentations. **The maximum award to any student under this policy is \$200.**

Matching Fund Requirement: Costs which can be considered in granting a Graduate Student Travel Award are limited to: Transportation, registration fee (if required), one day's lodging, and one day's meals. One-third of these allowable costs must be committed in advance by the student's academic unit (Department and/or Dean's Office). Only requests with the required matching funds will be processed. To receive the maximum award of \$200, matching funds of at least \$100, are required, and the total allowable expenses must be equal to or greater than \$300.

Evaluation: *During review of requests for graduate student travel funds, the following considerations will apply & must be included:*

1. Type of meeting. Priority will be given to national meetings, with regional and local meetings being less likely to be funded.
2. The importance of the professional meeting to the work being presented and the research goals of the applicant (justification).
3. Evidence of acceptance of the paper for presentation or appropriate equivalent activities in the creative arts.

Non-fundable Requests: Applications for travel funds cannot be accepted for such purposes as participation as a discussant, section chairman, officer or attendant at professional meetings, participation in workshops job placement interviews, visitation at other institutions and other activities which are not clearly related to research or the creative arts. Appeals for non-funded requests will be forwarded to the UMKC Graduate Student Fellowship and Awards Committee, who will in turn make a recommendation to the Dean of the School of Graduate Studies. Normally only one request from a student per academic year will be considered.

Application Procedures: Request forms are completed by the applicant and submitted with appropriate supportive documents to the Department Chair and/or Dean for endorsement and authorization of matching contribution commitment, and forwarding to the School of Graduate Studies (340 Administrative Center). The completed application form should be submitted no later than **one month prior** to the applicant's anticipated departure date.

1. **Student's Name:** _____ **ID#:** _____

Mailing Address (including zip):

Home Phone: (____) _____ *E-mail:* _____

2. **Department/School:** _____ *Campus Phone:* X _____

Degree sought: _____ *Major:* _____

3. **Purpose of travel** (Supply **full** details below for Sections 3 through 8).

Participation in a professional meeting [**attach copy of the program or other evidence of acceptance on the program**].

Title of meeting: _____

Title of paper: _____

Type of participation: (check the categories that apply)

Invited [], Volunteered [], Present a paper [], Poster [], Panel member [],

Other [] (please identify role: _____)

4. **Justification** (Provide information on your project and on the importance of the professional meeting or equivalent activity in the creative arts. Be sure to include all data pertinent for a proper evaluation.)

5. **Travel plans:** *Destination:* _____

Dates of Travel: _____

6. **Estimated Allowable Travel Costs:**

Transportation (Method of travel: _____) \$ _____

One night's lodging: \$ _____

One day's meals (subject to current UMKC maximum): \$ _____

Registration Fee \$ _____

Total allowable expenses \$ _____

7. **Amount of Graduate Student Travel Grant requested:** \$ _____

8. **Matching funds contributed:**

By department - Fund/MoCode: _____ \$ _____

By dean's office - Fund/MoCode: _____ \$ _____

9. **Applicant's signature:** _____ **Date:** _____

10. **Administrative approvals, commitment of matching funds and supportive statements:**

Comments:

Student's Adviser signature: _____ **Date:** _____

Print Adviser's name: _____

Comments:

Department Chair signature (if applicable) _____ **Date:** _____

Print Department Chair's name: _____

After all appropriate information & signatures are obtained, the form should be promptly forwarded to the School of Graduate Studies, Administrative Center 340.

11. **Final Action of Graduate Student Travel Grant Requested:**

Approved for \$ _____ Denied Funds not available
 Non-fundable purpose
 Prior request approved this year

Dean, School of Graduate Studies

Date: _____