**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 $400. Please note the limit of only one award per paper/poster presentation (e.g., only the presenter is eligible for the award).**

**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. Only requests with the required matching funds will be processed. To receive the maximum award of $400, matching funds of at least $400 are required, and the total allowable expenses must be equal to or greater than $800.

**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 conducting research. 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. 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 forwarded to the School of Graduate Studies (340 Administrative Center). **The completed application form should be submitted to the Graduate School no later than one month prior to the applicant’s anticipated departure date.**

---

1. **Student's Name:** ___________________________________________ **ID#:** __________________

   **Mailing Address (including zip):**

   _________________________________________________________________

   **Home/Cell Phone:** (_____) ___________________________ **UMKC 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 (MUST include MoCODE)**  
   *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: ________________________________

   *Chair Comments:*

   *Dean or Associate Dean signature (if applicable)* ________________________________ Date: ________________

   Print Dean or Associate Dean’s name: ________________________________

   *Chair Comments:*

   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

   ________________________________ Date: ________________

---

Revised: February 2014, School of Graduate Studies