

Office of Research and Graduate Studies

Guidelines for Funding Travel Participation

Purpose

The purpose of the Graduate Travel fund is to foster and support graduate student and faculty opportunities that go beyond the traditional classroom and educational opportunities offered in the Graduate Programs at SFA. Such activities include but are not limited to organized external student competitions and research presentations at academic conferences. All student and faculty travel must be relevant to the graduate program.

Process

- Any graduate faculty member or graduate student may submit a funding proposal to the dean of The Office of Research and Graduate Studies (ORGS) 30 days prior to the travel.
- Each proposal must be described using the ORGS Request for Travel Funding form.
- Activities must clearly be experiential and above and beyond typical classroom activities.
- The travel form must be signed by the department chair/dean of their college prior to submitting to the ORGS dean.
- The ORGS dean will review the proposals and decide on the allocation for funding.
- An email will be sent from Assistant to the ORGS Dean requesting a FOAP number from the department of faculty/student awarded the travel.
- The funds will be sent to the department account from assigned FOAP number.

Reporting

No later than 30 days after the funded activity, each faculty member or student who applied for and received funding must submit a summary to the ORGS dean. The summary must contain the following elements:

- Title and short description of the activity
- Date(s) and location(s) of the activity
- Number of students/faculty participating
- Outcomes/benefits to students/faculty

Office of Research and Graduate Studies

Request for Travel Funding

Applications must be typed and a copy submitted to the ORGS office, LA N 425.

Please complete the following and submit your request to the Office of Research and Graduate studies.

1. Name of Student Organization/Group or College/Department of Graduate Faculty:

2. Name of Event/Activity: _____

3. Type of Event/Activity: _____

4. Location of Event/Activity: _____

5. Date(s) of Event/Activity: _____

6. Names of Students Participating(or number if names are not yet known): _____

7. Faculty Sponsor: _____ Phone: _____

8. Faculty Participating: _____

9. Describe the activity, competition, conference presentation, etc. that students will be engaged in: _____

10. Attach a detailed budget, including registration, travel, lodging, and meals. If students are not traveling together, show individual student breakdown of costs.

11. Total Estimated Cost: _____

Transportation: _____

Lodging: _____

Meals: _____

Registration: _____

Parking: _____

12. Describe any other source(s) of funding: _____

13. Describe the benefits of participation in the Event/Activity: _____

Student(s) Signature

Date

Faculty Sponsor (If Student Research)

Date

Faculty Signature

Date

Department Chair's Signature

Date

Dean's Signature

Date

Recommendation: Decision to Award Funding (please check): ___ Yes ___ No

Amount approved: _____ Date: _____

Dean of ORGS Signature

Date