

# 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. Due to the limited overall budget for this travel opportunity, please follow the process guidelines listed below.

### 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 with a maximum amount of \$500.00.
- 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