

# **Fenves Travel Grant Policy and Application Form**

The Fenves Travel Grant was created to provide partial conference funding support to graduate students who will be traveling to a professional conference in order to present a paper. Applicants wishing to apply for this grant should have no other means of travel funding, or have exhausted all available travel support from their faculty advisor (including research and discretionary funding). To apply for a Fenves Travel Grant, the student will be required to submit a request outlining the specifics of the conference (conference name, dates, purpose of the travel). They will also be required to provide an estimated cost of travel expense. There are three application periods in which students can apply for the grant.

- Applications submitted between April 1 and July 1 for Fall travel. Award decisions will be made no later than July 15th.
- Applications submitted between August 1 and November 1 for Spring travel. Award decisions will be made no later than November 15th.
- Applications submitted between December 1 and March 1 for Summer travel. Award decisions will be made no later than March 15th.

The maximum amount available for each applicant in each funding period is \$500, and no student will be awarded more than two grants while in the program. The grant will be divided equally between awardees should more than one recipient be selected. In order to allow the department to provide more students with Fenves Travel Grants, applicants are expected to also apply for Graduate Student Assembly Conference Funding. If awarded, the following progression of use should apply:

1. Graduate Student Assembly Conference Funding
2. Faculty research and discretionary funding
3. Fenves Travel Grant
4. Personal funds

Each recipient will be required to provide a travel report outlining their presentation, which will be submitted to Professor Fenves.

# Fenves Travel Grant Application Form

Student Name: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Semester/Year Entered Program: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Advisor(s) Name: \_\_\_\_\_

Does your Advisor have travel funds to supplement this travel? \_\_\_\_\_

Conference Name: \_\_\_\_\_

Location: \_\_\_\_\_ Dates of Travel From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Travel (include 1-2 paragraph description outlining your activities during this travel):

## Estimated expenses:

Transportation: \$ \_\_\_\_\_

Accommodations: \$ \_\_\_\_\_

Meals: \$ \_\_\_\_\_

Registration: \$ \_\_\_\_\_

Other (explain) \_\_\_\_\_: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Do you have other potential sources of support (partial or full) to cover this travel? Yes  No

If yes, please explain: \_\_\_\_\_

Have you received a previous Fenves Travel Grant? Yes  No

If yes, provide the amount awarded and the dates of the award(s):

Trip Dates: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Trip Dates: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_