Conference Presentation Travel Grants for Graduate Students

**Guiding Principle:** Presenting their research at academic conferences enhances the graduate students’ academic program and future professional prospects. To support this participation, the Office of Graduate Student Assistantships and Fellowships will award travel grants to defray the cost of attendance to some graduate students who have been invited to present papers at conferences.

**Purpose:** Travel grants for graduate students are available for those students invited to present papers at a national or international conference related to their academic area or dissertation research. The grants are competitive and range between $300 and $800. They are not intended to cover the entire cost of transportation, hotel, etc. and will not cover trips for presentation of posters or workshops.

*Guidelines:

1) Deadline: Applications are accepted on a rolling basis **but must be received at least one month** before the travel will take place. A complete application includes (1) the Conference Presentation Travel Grant for Graduate Students application form and (2) conference documentation stating your participation as a paper presenter. If you are unable to submit conference documentation one month prior to the conference, you must contact the Office of Graduate Student Assistantships and Fellowships.

2) Awards will not be made to more than one student per conference.

3) Conferences must be held outside of the Washington Metropolitan Area.

4) A goal of the program is to award funding to students throughout the following six schools only:
   - Columbia School of Arts and Sciences (All programs except Biological Sciences; those students must apply for Travel Grants through their department)
   - Elliott School of International Affairs
   - Graduate School of Education and Human Development
   - School of Engineering and Applied Science
   - School of Business
   - College of Professional Studies

5) Funds are limited. A student in a department whose students have not received awards this year, or in past years, will be given preference over a student in a department whose students have received funds from this program.

6) Preference will be given to students attending professional conferences over those attending student conferences.

7) The conferences must be directly related to the student’s research and/or academic program.

8) Only one award will be made per student during the student’s entire degree program.

9) For International Students: This award is a grant that may be subject to withholding, depending on the tax treaty with your home country.

10) **Awarded grants will be processed only after proof of attendance and participation as a presenter are received. Original receipts are required.**

**Instructions:** Completed application materials along with required documents should be submitted to the **Office of Graduate Student Assistantships and Fellowships, 1922 F Street, NW, Suite 401, Washington, DC 20052, gradfell@gwu.edu.**

*The number of awards will be limited by available funding.
Conference Presentation Travel Grants for Graduate Students

Name:_______________________________     GWid:______________________________
Address:_____________________________     School:______________________________
                                                 Degree:______________________________
Phone:_______________________________
Email:_______________________________     Program:______________________________

1) Briefly, explain where you are in your program (i.e., your dissertation topic has received formal approval, etc.).

2) At which conference have you been invited to present a paper?  Attach a photocopy of the letter of invitation or a copy of the program page pertaining to your paper presentation. After your complete application has been reviewed, you will receive notification of your award approval or denial via letter as well as through your official GW e-mail address.

   Conference documentation must be included or the application will not be considered.

   Conference Name:______________________________________________
   Conference Site:_________________________________________________________________
   Conference Date(s):_______________________________________________________________
   Title of your Paper:_____________________________________________________

3) Budget and Resources; please outline below the costs related to the conference and resources.

   Expenses:
   Conference Fee: _______________
   Transportation Cost: _______________
   Transport Type: _______________
   Hotel: _______________
   Food: _______________
   Other: _______________
   Total Expenses: _______________

   Resources:
   Personal: _______________
   Department Funding: _______________
   Other: _______________
   Total Resources: _______________

Amount of travel funds requested from the CONFERENCE PRESENTATION TRAVEL GRANTS PROGRAM: ____________________
4) Please list any stipends you are currently receiving. Through which department/fellowship/program do you receive each stipend and when do the payments end?


5) Have you requested additional funding for this conference from GW or elsewhere? If so, state from whom and the amount of additional funding.


6) Briefly describe the importance of attending and presenting your paper at this conference to your research or program of study and to your future career/profession.


7) I understand that original receipts are required and that if I am unable to attend the conference as planned, I will notify the Office of Graduate Student Assistantships and Fellowships at (202) 994-6822 or gradfell@gwu.edu.

Student’s Signature: __________________________ Date: ____________________

I support awarding a travel grant to this student. Comments:

Signature __________________________ Date: ____________________

(Academic Advisor)

________ Approved. A stipend of ________ will be provided for you after the Office of Graduate Student Assistantships and Fellowships has received your original receipts.

________ Not approved.

________________________ Date: ____________________

Office of Graduate Student Assistantships and Fellowships