



## Graduate Travel Grant Funding

### Guidelines for Washington State University Vancouver Graduate Students

*Sponsored by the Offices of Student Involvement and the Office of Research and Graduate Education*

#### Criteria for Student Eligibility

1. Currently enrolled at WSU Vancouver in at least six (6) graduate credits when applying for the grant (***If traveling in the Summer, acknowledgment of continued enrollment during the subsequent Fall semester must be accompanied with application.***)
2. Graduate degree seeking student in good standing.
3. Current residence at the WSU Vancouver campus. An applicant can only receive one travel grant in any fiscal year (July 1 – June 30).

#### Appropriate Use of Funds

1. The **primary purpose** of travel funds will be to assist in paying for registration fees, travel, and lodging expenses at professional conferences at which the graduate student presents a scholarly paper or other professional conference presentation.
  - a. The presentation must cover research conducted while attending WSU, not a previous institution.
2. **Secondary purposes** for the travel funds will be to supplement registration fees, travel, and lodging expenses associated with one of the following.
  - a. Attendance at a meeting or conference that benefits the overall learning objectives relative to one's graduate studies.
  - b. Receiving a significant award or recognition which is related to the student's academic field or service to the University.
  - c. Travel to participate in a significant professional development activity.

**Note:** Travel grants are funded using Services and Activities (S&A) fees, thus expenditures are limited to non-academic activities. Grant funds may NOT be used to support travel for the purpose of conducting research or other activities (including formal classes involving grades) directly associated with the requirements of completing a graduate degree at WSU Vancouver. Please refer to the [S&A Fee Brochure](#) for more information about applicable University policy on such expenditures.

#### Grant Award Limits

1. Grant awards are given based upon the amount requested and the reason for travel. Applicants meeting the primary purpose for travel may be awarded up to \$1,500. Applicants meeting the secondary purpose for travel may be awarded up to \$1,000.
2. Limit of one award per student each fiscal year (July 1-June 30).
3. Masters students and medical students can only receive one award during their program.
4. Medical students can receive one award in either year 3 or 4 of their program.
5. Doctoral students can receive up to three awards throughout their doctoral program.  
***In rare instances, additional travel services may be considered.***

## **Application Process**

1. Completed applications (PDF) may be submitted to the Office of Research and Graduate Education on the following days: The last Friday in September, November, January, April and June of each academic year.
2. Applications must be received, reviewed, and approved prior to travel. Awards will not be granted for past travel or reimbursed for expenses personally paid prior to the date of the travel award.
3. The Vice Chancellor of Research and Graduate Education will review all applications within two (2) weeks of the above dates and respond to each applicant.
4. Applications will be competitively rated based on how well they correspond to the primary or secondary purposes of the travel funds.
5. The Vice Chancellor of Research and Graduate Education will limit requests depending on the strength of the application (PDF), available funds, and the number of applicants.
6. Applications must be fully completed to be considered for funding. Please use the following checklist to determine completeness of application.

### **Application Checklist**

Section I	Applicant Details	_____
Section II	Travel Details	_____
Section III	Purpose of Travel Details <b>Note:</b> Copy of abstract <u>and</u> workshop acceptance from conference provider must be attached	_____
Section IV	Purpose of Travel Summary <b>Note:</b> Copy of presentation summary must be attached	_____
Section V	Summary of Importance of Professional Development	_____

# Washington State University Vancouver

## Graduate Travel Grant Application

Completed applications, including all attachments, must be received by the Office of Research and Graduate Education at [holly.davis@wsu.edu](mailto:holly.davis@wsu.edu) or the Dengerink Administration Building 200S (VDEN 200S), by 5:00 p.m. on the deadline date.

### Section I – Applicant Details

Date of application: \_\_\_\_\_

Applicant name: \_\_\_\_\_ WSU ID: XXXX - \_\_\_\_\_  
Insert last four digits only

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Graduate program: \_\_\_\_\_

Are you currently registered at WSU Vancouver? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of credits: \_\_\_\_\_ Number of semesters completed at WSU  
Vancouver: \_\_\_\_\_

Degree: Master \_\_\_\_\_ PhD \_\_\_\_\_ EdD \_\_\_\_\_ MD \_\_\_\_\_

Tentative Completion date: \_\_\_\_\_ Date of preliminary exam (for PhD students): \_\_\_\_\_

Have you received a prior WSU Vancouver Graduate Travel Grant? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide amount of grant and travel date(s): \_\_\_\_\_

### Section II – Travel Details

Proposed date(s) of travel: \_\_\_\_\_ to \_\_\_\_\_

Destination (city, state, country): \_\_\_\_\_

Method of travel: Personal Vehicle \_\_\_\_\_ University Vehicle \_\_\_\_\_ Bus \_\_\_\_\_ Train \_\_\_\_\_ Airplane \_\_\_\_\_

Are you traveling with other University-affiliated individuals? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the names: \_\_\_\_\_

Are you sharing expenses (lodging, transportation, etc.) with other graduate students/attendees? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you receiving funding from another source for this travel? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the source and amount of funding: \_\_\_\_\_

**Section II – Travel Details** (continued)

Travel Related Costs	Name of Vendor (airline, hotel, etc.)	Total Cost (before shared expenses)	Shared Expenses (list your cost)
Lodging			
Registration			
Per Diem			
Transportation (including taxi/shuttle)			
<b>Total Amount Requested:</b>			

**Section III – Purpose of Travel Details**

Please complete only one section – Section A or Section B.

- A. The **primary purpose** for travel grants is to assist in paying for registration fees, travel, lodging, and per diem expenses at professional conferences at which the graduate student presents a scholarly paper or other professional conference presentation. The presentation must cover research conducted while attending WSU, not a previous institution. **Complete Section III–A if your travel meets this objective.**

**Presentation at Professional Meeting**

Name of meeting: \_\_\_\_\_

Meeting date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Presentation activity (select all that apply):

- Oral presentation \_\_\_\_\_
- Poster presentation \_\_\_\_\_
- Leading or moderating a workshop or session \_\_\_\_\_

Title of professional paper, workshop, poster: \_\_\_\_\_

List of authors on presentation as shown in conference proceedings:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attach copy of abstract and workshop acceptance** from conference provider to the application. If not available, provide explanation:

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**Section III – Purpose of Travel Details** (continued)

Please complete only one section – Section A or Section B.

B. The **secondary purpose** for travel grants is to assist in paying for registration fees, travel, and lodging costs associated with graduate studies. **Complete Section III–B if your travel meets one of the following objectives:**

- Attending (but not presenting at) a meeting or conference related to one’s graduate studies.
- Receiving a significant award or recognition relative to one’s academic field or service to the University.
- Travel and lodging for significant professional development opportunity.

Provide information based on the type of travel you are applying for:

**Professional Meeting Attendance**

Name of meeting: \_\_\_\_\_

Meeting date(s): \_\_\_\_\_

Location: \_\_\_\_\_

**Receiving Award or Other Recognition**

Name of award: \_\_\_\_\_

Event date(s): \_\_\_\_\_

Location of event/award ceremony: \_\_\_\_\_

**Travel for Professional Development**

Name of meeting: \_\_\_\_\_

Meeting date(s): \_\_\_\_\_

Location of meeting: \_\_\_\_\_

#### **Section IV – Purpose of Travel Summary**

Summarize your poster presentation, workshop/session, award, or professional development opportunity in terminology that can be understood by a non-specialist. If leading/moderating a workshop, describe the session. In your statement, inform the reader of the significance of your paper, professional workshop, or research, and how the activity and the travel award will contribute to your overall graduate program.  
(Maximum one page)

## **Section V – Summary of Importance of Professional Development**

Summarize why attending this conference is important for your professional development. This should be one paragraph giving the Vice Chancellor of Research and Graduate Education the importance to you, your professional development and what you hope to benefit from attending and/or presenting.