

## GRAD Travel Funding Request

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### Overview

Graduate students may request funding from the English department (up to \$500/conference, up to two conferences per year\*), from the Dean of Arts, Humanities, and Social Sciences, and from the Dean of the Graduate School. Some conferences provide funding for graduate students; be sure to check with conference organizers.

Funding is not guaranteed. It is always subject to the relevance of your topic and the conference to your disquisition project, the quality and persuasiveness of your proposal letter, the endorsement and approval of your academic adviser, and the availability of funds. Students who are on academic warning or probation are not eligible for travel funding.

### Expectations

Graduate students are expected to present only well-developed papers and posters at conferences. The department recommends that students submit and develop work started during a course; the department discourages submitting proposals to conferences for which a paper has not already been drafted and reviewed. The department expects students to participate fully in conference proceedings, i.e. attend most, if not all sessions, as conferences are networking opportunities where graduate students will meet scholars from around the country as well as fellow graduate students who might become career-long colleagues.

### Format

To request funding from the Department of English, a **letter of request** needs to be submitted to the Director of Graduate Studies, who will then take this request to the Graduate Committee for consideration. The committee will either approve and forward to the Chair of English or turn down funding and notify the student. The Chair will issue the final approval and adjustment of funds as needed.

The letter should be signed by the student and his/her academic adviser, with signature lines for the Director of Graduate Studies and the Chair of English, and address the criteria below by demonstrating an understanding of department expectations for funded graduate student travel.

The Dean of AHSS has a **travel funding request form** that graduate students should fill out if they wish to pursue additional funding; the Graduate School does not have an official form, but a **letter** like the one submitted to the department should be sufficient. If you plan to ask the Dean of AHSS or the Graduate School for additional funding, **attach the form/letter to your departmental letter of request**.

### Evaluation Criteria

The following criteria will be used to make funding decisions for graduate student travel to conferences:

- Is this conference presentation closely related to the student's MA paper or PhD dissertation and does the student's academic adviser support his/her attendance?
- Is this conference a valuable regional, national, or international conference that supports the student's disquisition project? Does it fit in the student's research and professional trajectory?
- Have funds been requested and used before? If so, how much?

Graduate students traveling to archives may access travel funds under the following conditions:

- If the archival research is conducted for their MA thesis or PhD dissertation
- If their adviser approves the travel and funding.
- If their project will be impaired or impossible without the archival research.
- If funds are available.

\* Grad students may bundle up to \$1000 per presentation at a foreign (excluding Canada) conference or when interviewing at MLA or CCCC within a fiscal year.