

TO: All Full-Time Graduate Students
FROM: Steven R. Burkett, Associate Dean
DATE: July 10, 2008
SUBJECT: Graduate Student Travel Grants



As in the past, the Graduate School and the Graduate and Professional Student Association are making funds available for graduate student travel grants. The grants are intended to help students in scholarly activity, research, and in the presentation of papers at significant meetings during the period from **September 22, 2008 to January 30, 2009**. The grants can be used only to defray transportation costs, not lodging and food.

The maximum amount of a request cannot exceed the cost of a round trip coach airline ticket to the proposed destination, and awards are typically on the order of 50% to 90% of that amount. **Applications are looked upon most favorably when the student has taken time to research available economy fares, including excursion or saver rates.**

Travel within 500 miles of Pullman is commonly funded at ground transportation rates only. Students are encouraged to travel together by car or van to save on individual costs. Separate forms for Block Grants Applications for this purpose are available from the Graduate School website.

Every year since the inception of the program, students have applied for far more funds than are available. Typically, the subcommittee of the Graduate Studies Committee responsible for evaluating proposals recommends priority for the top 1/3 to 1/2 of all applicants. The priority list that the subcommittee will use in making its final selections is included in the application packets. In addition applications from students who have received funding from this program, for the same degree, will not be considered.

All **full-time** regularly admitted graduate students (currently enrolled for ten hours or more) who have at least a **3.0** cumulative grade point average are eligible to apply. **Eleven** (11) copies of the completed application (including the original), and **One** (1) of the Cover Sheet (the original only — no copies) are required. Current application packets for Individual and Block Grants are available from the Graduate School website at <http://www.gradschool.wsu.edu/current-students/funding/fellowshipsandgrants/grants/travelgrants.html>.

Applicants should allow sufficient time for a carefully considered statement in the advisor's section and for hand delivery to the Graduate School. Because of this, applications will not be accepted electronically. However, with the exception of the advisor's comment and signature, the application can be filled-in on the website before printing. **Completed Pullman applications must be hand-delivered to French 324, and Urban applications faxed to 335-1949 by 5 p.m. on Friday September 5, 2008.** Awards will be announced by September 17, 2008.

P.S. USE ONLY APPLICATION FORMS DESIGNATED AS: [Rev:10/07]

SRB:jm 07/08

PO Box 641030, Pullman, WA 99164-1030
509-335-6424 • Fax: 509-335-1949 • www.gradschool.wsu.edu

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**GRADUATE STUDENT TRAVEL GRANT
INDIVIDUAL APPLICATION COVER SHEET**
WASHINGTON STATE UNIVERSITY GRADUATE SCHOOL

#	
GPA	
CR	
PRIOR	
Graduate School Use Only	

Name: _____

ID#: _____ Email address: _____

Home Phone: _____ Work Phone: _____

Department: _____

Amount Requested: \$ _____ Amount Awarded: \$ _____ (Leave Blank)

Effective Spring Semester 1989 and thereafter, all travel grant reviews will be anonymous. **Do not include the names of the applicant or the applicant's advisor on the application form or optional abstract.** This information should be listed on this cover sheet only. When submitting your Travel Grant proposal to the Graduate School, provide this original cover sheet with the advisor's signature as verification of his/her comments on the quality of the proposal. Applications will NOT be accepted electronically.

Advisor's Verification:

I verify that the comments made in Section 10 of this application are my own comments. I understand that if it is found that these comments were altered or made by someone other than myself, the student may lose any travel grant money they are awarded and become ineligible to receive a grant in the future. I have not included any identifying names in my comments.

Advisor's Name: _____ Signature: _____
(Please Type)

FINAL CHECKLIST

NOTE: If you are pursuing a DVM, PharmD, or MBA, please contact the GPSA office at 335-9545 or www.wsu.edu/~gpsa for the correct application.

- All 3 pages of the application fully completed (Please type all answers).
- Have Advisor sign cover sheet. Have Advisor comment under Question 10 (**No Names**).
- Ensure that names of applicant and advisors are removed from application comments and abstracts (please use white out if necessary). Applications with names will not be accepted.
- Do **NOT** include copies of acceptance letters or travel fare quotes.
- Ten copies made of original application (pages 2 & 3) and supporting documents.
- Turn in eleven total packets (**paper-clipped** not stapled).
 - One original including this cover sheet
 - 10 copies with no cover sheet

Applications will not be accepted electronically and must be turned in to the Graduate School, French Administration Room 324, no later than:

5 pm on Friday, September 5, 2008

GRADUATE STUDENT TRAVEL GRANT- INDIVIDUAL APPLICATION

WASHINGTON STATE UNIVERSITY GRADUATE SCHOOL

Please Type Application

Department: _____ Proposed dates of travel: _____ to _____

1. TRAVEL DETAILS (TRANSPORTATION AMOUNTS ONLY, NO FOOD, LODGING, ETC.):

Amount Requested: \$ _____ Destination: _____

Driving: WSU Motor Pool Personal vehicle Vehicle mileage: _____ miles @ $\frac{58.5 \text{¢}}{\text{Mile}}$ = \$ _____

Flying: Airplane Source of air quote: _____

Other: Bus Train Other transportation Source of quote: _____

2. PURPOSE OF TRAVEL (CHECK ALL THAT APPLY):

A: Travel to professional meeting. Name of meeting: _____

Hosting organization (do not abbreviate): _____

Presenting a paper or poster? Yes No External or departmental review before acceptance? Yes No

Has paper/poster been accepted? Yes No (If no, please notify Graduate School if accepted)

Title of paper/poster: _____

Are you a MAJOR or MINOR contributor to the paper/poster? _____

If more than one author for your paper/poster, what is YOUR author position? (e.g. Second author of four total) _____ author of _____ total authors

B: Travel for research. Please briefly describe the research you will be conducting: _____

C: Travel for other purposes. Please briefly describe the purpose of your travel: _____

3. PRIOR SUPPORT:

Have you ever received travel support FROM THIS PROGRAM? Yes No

If yes, was it for the same degree: Yes No If yes, give date and amount: _____

REMINDER: Funding is not provided more than once/degree

4. **PREVIOUS GRADUATE DEGREE(S):** _____

(Include Degree, Institution and Date of Degree)

5. **DATE ENTERED WSU:** _____

6. **DEGREE SOUGHT (e.g. M.S. in Chemistry):** _____

7. **DATE OF PRELIMINARY EXAM:** _____ Tentative completion date: _____

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GRADUATE STUDENT TRAVEL GRANT- INDIVIDUAL APPLICATION
WASHINGTON STATE UNIVERSITY GRADUATE SCHOOL

*NOTE: Award decisions are based largely on what is said in sections 9 and 10, therefore, it is important that you choose your words carefully. **Limit your statements to the space provided** and you may attach an abstract if a paper or poster is to be presented.*

DO NOT USE IDENTIFYING NAMES IN THESE SECTIONS.

9. **Description of the objectives and the means of accomplishment for your research or scholarly activity.**
Summarize the research that you will be presenting or conducting in terminology that can be understood by a non-specialist. In your statement, inform the reader of the significance of your research or scholarly activity. If you are traveling for other purposes, explain why your travel is necessary and what will be accomplished.
10. **Faculty advisor's comment on the proposed travel request. DO NOT INCLUDE NAMES IN YOUR COMMENTS.**
Be explicit regarding the quality and significance of the research or paper and indicate whether the topic has been approved. If the request is for travel to present a paper/poster, detail the significance of the meeting, the relevance of the paper/poster to that meeting, and whether the student is a major or minor contributor. Indicate the extent of prior review or other evidence of peer approval or interest.

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TRAVEL GRANT PRIORITIES AND BLOCK GRANT POLICY AND GUIDELINES

PRIORITIES

The following are the criteria and numerical rating system for the judging of student travel grant proposals (9-10 is superior, 7-8 is above average, 3-4 is below average, and 1-2 is unacceptable).

6 - 10

- 1A. Travel for the purpose of doing research, assuming that:
 - i.) The research project is meaningful.
 - ii.) The data are important for the project and could not be obtained without the travel.
 - iii.) The student is highly competent and there is promise that good research will be done.
- 1B. Travel to a recognized meeting for the presentation of a quality paper assuming that:
 - i.) The meeting is one of the most important in the applicant's field, as listed by the chair of the applicant's department.
 - ii.) The work on which the student is reporting is primarily the student's own and was performed at Washington State University.
 - iii.) The paper has been accepted.

3 - 5

- 2A. The student wishes to travel for the purpose of doing research, but has not fulfilled the criteria in 1A above (research has not yet begun or project is not particularly important in student's overall research).
- 2B. The student wishes to travel to a meeting for the purpose of presenting a paper of merit but does not meet the criteria in 1B above (paper is a result of more than one person's work, with the applicant's contribution minor or paper to be presented at a meeting of more minor importance).

1 - 2

- 3A. Inferior research proposals
- 3B. Non-meritorious papers
- 3C. Students who have received funding from this source. Ordinarily one award per degree program will be considered.

In addition to travel for research and/or paper presentation, the Travel Grant Subcommittee will consider proposals for:

- A. Graduate students in the arts who have, by regional/national competition, won the right to present their work.
- B. Externships or internships which apply and expand original research.
- C. Attendance at national conferences based on competition whether or not a paper is presented.
- D. Externships or internships gained via individual competition and not arranged by the department. The applicant should include copies of award letters or certification.

BLOCK GRANT POLICY AND GUIDELINES

The intent of the Block Grant program is to coordinate group travel by graduate student in WSU pool vehicles or personal cars in cases in which this arrangement maximizes economy and opportunity for students to participate in professional meetings. Travel by air will not be considered. Listed below are the guidelines approved by the Graduate Studies Subcommittee which established a process for the coordination of requests for funding.

1. Students must submit their individual applications to the departments or program executive officer who will then submit a proposal in a block using the appropriate forms and according to the usual procedure.
2. Block grant proposals may include only a single professional meeting or meetings held at the same time and locale. Proposals combining different meetings at different times and locales are not acceptable.
3. Proposals submitted independently by students for travel support to meetings also proposed for block grant status will be assigned a lower priority regardless of their inherent merits if the block grant request is approved, unless extenuating circumstances require separate travel. It is, therefore, in the best interest of all for executive officers to coordinate carefully the corporate efforts of their unit.
4. The priority rankings for block grants are the same as those for individual grants.
5. The GSC requires the executive officers of units that receive block grants to submit an accounting of the names of the beneficiaries of block grants and their role in the meeting on appropriate application forms.

Please contact the Graduate School (509-335-6424) if you have any questions about the process.

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