

# Graduate School Fund for Excellence and Innovation

## Graduate Student Travel Awards

### ***Definition and Policy***

Graduate student travel awards are available to assist graduate students with travel fares to major national or international conferences so they may present papers or posters, or to serve as invited speakers. Students in the arts may receive funding to give invited performances or installations. Each student must be confirmed as a presenter before funds are requested, and each student must be in a degree program and enrolled in courses at the time of travel. (If the conference is in summer and the student is not enrolled, then he/she must have been enrolled in spring and registered for autumn classes at the time of request in order to be eligible.) Funds may be used only for airfare or fares supporting alternative modes of transportation (e.g., mileage, taxis); they may not be used for registration, hotels, food or other travel expenses. Individual awards are limited to one every other year.<sup>1</sup> Priority will be given to graduate students who do not have other significant funding available for the travel and/or who have not received GSFEI travel funding in the past. Maximum award amounts are:

- \$300 for domestic travel
- \$500 for international travel

See <http://grad.uw.edu/graduate-student-funding/funding-information-for-departments/awards-and-funding-resources/graduate-student-conference-travel-awards/> for more information and deadlines for applications.

### ***Procedures for Applying:***

Travel requests must be submitted to the Department Administrator prior to the requested trip but no later than the deadline listed on the GSFEI website (see link above). Funding will not be awarded retroactively. A new department form "GSFEI Travel Request Form" has been created. You will use this form when you want to apply for GSFEI funds. If you are requesting Political Science funds, you will complete the Political Science "Travel Request Form".

Since the Graduate School requires the Department confirm that the applicant has been accepted as a presenter at the conference, you will need to attach a copy of the letter or e-mail you received about your acceptance to the request form.

NOTE: Successful application for GSFEI Graduate Student Travel Awards will not be considered one of your three approved travels from the Department. However, if you request dept funds to cover the difference between the GSFEI funds and total cost of airfare, then it would be considered one of your three trips.

<sup>1</sup> A year runs from July 1 – June 30 (fiscal year).