

Request for Proposals, FY 2017-2018
Graduate Student Travel Grants

To help facilitate travel to professional meetings and conferences, at which graduate students present the results of their academic and creative endeavors, the Graduate School invites degree-seeking graduate students to submit travel grant proposals for FY 2017-2018.

Graduate students invited to present results of their original research or creative activity in the form of a paper, performance/exhibition, or poster session at a professional meeting may submit a proposal through their academic department to the Office of the Dean of the Graduate School. Applicants, whether single authors or co-authors, must secure from their academic department or college a minimum of \$200 in support. Travel grants matching up to 100% of the support received from either the department or the college may be awarded, up to a maximum of \$500, to cover the cost of registration, lodging, and transportation.

Graduate School travel grants are considered supplemental funding. If student travel expenses are less than anticipated, expenditures are not to be divided equally between the units.

Eligibility Criteria

Applicants must have completed at least one academic year of study at NIU. They must be in good academic standing and have a 3.5 GPA. At the time of application, the student must have no unresolved grade of "Incomplete."

Applicants must be presenting results of their own original research, scholarly, or artistic endeavors conducted while enrolled at NIU.

Applicants must be the primary author of the presentation.

Preference will be given to doctoral students or students pursuing the terminal degree in their discipline. Late-stage dissertation and thesis writers (or authors of thesis analogues) presenting results of their project will be advantaged in the review process. Normally, a request from a master's student will be considered only if the department does not offer a doctoral degree in the student's field of study.

The meeting or conference must be of national or international significance.

At the time of application, the applicant must be registered for classes. If traveling between semesters, the applicant must be registered for the current semester and the semester or term following travel.

Only one travel request per student may be funded in a fiscal year.

Applicants must not be employed at NIU as an instructor, adjunct, or regular member of the faculty.

Instructions

1. Complete the coversheet and application.
2. Attach the proposal, which **must** include the following components.
 - a. Title of the presentation and applicant's name
 - b. Synopsis of the presentation (500 words maximum). In the synopsis, explain the significance of the scholarly or artistic endeavor and its relationship to the applicant's dissertation, thesis or thesis analogue.
 - c. Justification: The justification should explain not only how the opportunity to present will enhance the applicant's academic or professional experience but also why the particular forum is the most appropriate option.
 - d. Confirmation of acceptance or participation.
 - e. If travelling internationally, submit the international travel request form reflecting department and college approval.
3. Attach supporting materials, such as names, positions, and institutional affiliations of other panelists, moderators, commentators, or jury members (if known).
4. Secure support from one's department chair or school director and, as needed, one's college dean.

Due Dates

For travel between July 1 and August 31 (Deadline: June 19 at 4:30 PM)

For travel between September 1 and October 31 (Deadline: August 14 at 4:30 PM)

For travel between November 1 and January 31 (Deadline: October 16 at 4:30 PM)

For travel between February 1 and March 31 (Deadline: January 16 at 4:30 PM)

For travel between April 1 and June 30 (Deadline: March 19 at 4:30 PM)

If traveling over two periods, the request must be submitted based on the **start date** of the travel.

Submit complete applications to Dean, Graduate School, 223 Adams Hall.

Reimbursement

Upon return, applicants awarded a travel grant must file a check request. A check request must be accompanied by a signed "Student Non-Employee Travel Event Request," which is available on the Accounting Office's website. Original receipts must be attached to the request. Successful applicants must also file a brief assessment of the results of the presentation. Requests for reimbursement will not be approved until a final report is received.

Submit reimbursement requests and final reports to Dean, Graduate School, 223 Adams Hall.

Graduate Student Travel Grant Cover Sheet

Name:

Z-ID:

Department:

Degree Program:

Level: **Master's** **Specialist** **Doctoral** **Performer's Certificate**

What is your NIU graduate GPA?

In what semester and year did you first enroll in your current graduate program?

Do you have any unresolved incompletes? **Yes** **No**

Are you enrolled in the term that corresponds with the travel period? **Yes** **No**

Are you the primary author of the presentation? **Yes** **No**

Have you received any travel funds from the Graduate School this fiscal year (7/1/17 – 6/30/18)? **Yes** **No**

Graduate School Travel Grant Application 2017-2018

Student Name Z-ID

Program

Mailing Address

City State Zip Code

Email Address Telephone ()

Advisor's Name

Advisor's Email

Name of Professional Meeting

Do not use abbreviations

Location of Meeting

City U.S. State or Country

Travel dates to

Meeting

Activity

Mode of Transportation

Travel Budget: Itemize your expected expenditures as accurately as possible:

Conference/Meeting Registration Fee	\$	Name of Hotel	
Transportation	\$	Hotel	\$
TOTAL ALL COSTS	\$	Support Requested from Graduate School	\$

Student Signature: _____ Date: _____

TO BE COMPLETED BY THE DEPARTMENT/SCHOOL CHAIR/DIRECTOR

The student is planning to travel between: (Check one)

_____ July 1 and August 31 (Deadline: June 19 at 4:30 PM)

_____ September 1 and October 31 (Deadline: August 14 at 4:30 PM)

_____ November 1 and January 31 (Deadline: October 16 at 4:30 PM)

_____ February 1 and March 31 (Deadline: January 16 at 4:30 PM)

_____ April 1 and June 30 (Deadline: March 19 at 4:30 PM)

Number of students in the department/school submitting travel grant proposals for the same period _____

The department ranks this applicant's proposal _____ of _____

Approvals:

Department/School Chair/Director Signature

Matching Funds Pledged by Department

Dean of the College (if pledging support)

Matching Funds Pledged by College

Graduate School

Graduate School Funds

Submit the coversheet, application, proposal, supporting materials and, if necessary, the international travel request form to: Dean, Graduate School, 223 Adams Hall.

GRADUATE STUDENT INTERNATIONAL PROFESSIONAL TRAVEL REQUEST
(Submit to the Graduate School after Department and College Approval)

Name: _____ Date of Request: _____

Traveler Signature: _____ Are you presenting? Yes No

Department/College: _____ Title: _____

Destination: _____

Conference/Organization Name: _____

Dates of Travel: _____ Is travel over break or weekend? Yes No

 Title of research paper or description of other activities (please attach additional sheet if necessary)

 Name/Contact of who will perform duties while gone

Attach a copy of the **proposal** you submitted and the **acceptance letter** from the conference. If you are not presenting, attach a short (one page maximum) narrative describing the benefits of this travel to you, the department and/or the college.

Estimated Cost

Transportation	\$ _____
Food, lodging and other expenses	\$ _____
Registration fees	\$ _____
Total	\$ _____

Requested Support

Department	\$ _____
College	\$ _____
Grant**	\$ _____
Other**	\$ _____
Total	\$ _____

*** Attach a short narrative describing the source of funds and outline with cost center and signatures below.*

Approved Support:

(Please make sure all fund sources are signed off before coming to the Provost Office)

Department	\$ _____	_____	_____	_____
		Cost Center #	Department Chair Signature	Date
College	\$ _____	_____	_____	_____
		Cost Center #	College Business Manager Signature	Date
Grants	\$ _____	_____	_____	_____
		Grant & Cost Center #	Grant PI or Co-PI Signature	Date
Other	\$ _____	_____	_____	_____
		Other Name & Cost Center #	Fund Advisor/Administrator Signature	Date

Travel Support Approved:

In accordance with NIU Travel Guidelines and Restrictions (Executive Order 15-08). Request is approved if signed below. If not approved, please explain:

_____ Dean/Unit VP, or designee, Signature	_____ Date	_____ Provost Office Designee Signature	_____ Date
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