



NORTHERN ILLINOIS UNIVERSITY

The Graduate School

Request for Proposals Graduate Student Travel/Virtual Conference Grants

The Graduate School invites degree-seeking graduate students to submit travel/virtual conference grant applications for AY 2023-2024. These grants are for activities occurring July 1, 2023 - June 30, 2024.

Purpose

The Graduate Student Travel/Virtual Conference Grants are intended to support graduate students engaged in research, scholarship, and artistic/creative activity.

The grants support graduate students to travel in-person to meetings or conferences sponsored by professional organizations or to assist with participation in virtual conferences for the purpose of sharing results of their original research, scholarly activity, or artistic and creative activity in the form of a presentation, performance/exhibition, or poster session. These grants do not cover conference attendance for other purposes, such as a non-presenting attendee.

Review Process

Graduate students may apply for travel/virtual conference grants by submitting a proposal through the online system:

<http://go.niu.edu/GradTravelGrantForm>

Proposals are reviewed by the student's academic department and college, and are then submitted to the office of the Dean of the Graduate School. Applicants must secure from their academic department **or** college a minimum of \$200 in support (not \$200 combined). 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, meals, and/or transportation. Graduate School travel/virtual conference grants are considered supplemental funding. If expenses are less than anticipated, expenditures are not to be divided equally between the units.

Eligibility

To be eligible to apply, graduate student applicants must

- Have completed at least one academic year of graduate study at NIU.
- Be in good academic standing.
- Be presenting results of their own original research, scholarly, or artistic endeavors conducted while enrolled at NIU.
- Be an invited presenter via a letter/email of invitation from the conference/meeting officials.
- Be the sole or primary researcher, author, or performer of the artistic/creative activity.

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- Be enrolled in the semester that the travel/attendance occurs (one credit hour only if at dissertation/thesis hours). If traveling between semesters, the applicant must be registered for the current semester/term and the semester/term following the event.

Preference will be given to doctoral students or students pursuing the terminal degree in their discipline. Late-stage dissertation and thesis writers presenting results of their project will be advantaged in the review process.

Only one travel/virtual conference grant 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.

How to Apply

1. Consult with your advisor and/or department chair or director of graduate studies prior to submitting your travel grant/virtual conference application to receive assistance in putting together your application.
2. Begin the application process here: <http://go.niu.edu/GradTravelGrantForm>
3. Attach your proposal for a travel/virtual conference grant, which must include the following components:
 - Title of your presentation, performance/exhibit, or poster.
 - Synopsis or abstract of your presentation, performance/exhibit, or poster (500 words maximum).
 - Justification. Briefly explain how the opportunity will enhance your academic or professional experience and why the particular conference or meeting is the most appropriate forum (e.g., the conference is of national or international significance).
4. Attach confirmation of acceptance or participation as a presenter, such as a letter/email of invitation from the conference/exhibit officials.

The Graduate School must receive your application 30 days prior to travel/conference attendance. You are encouraged to submit your proposal as soon as you are accepted to present to allow time to move through the approval process.

Reimbursement

Support staff in your academic department should be familiar with the reimbursement process. To be reimbursed, you must submit the following paperwork to your department within 30 days after the conclusion of the conference/meeting:

- Itemized, original receipts for all expenses incurred, including conference/meeting registration, hotel costs, transportation, and meals. Reimbursement may not be possible without itemized receipts.
- Receipts must show that all purchases were made by you (e.g., were charged to your credit/debit card). If you are sharing a room or other expenses, you must obtain an itemized receipt showing the amount you paid for each night and showing that you were the one to pay for it.

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- A signed [*Student Non-Employee Travel Event Request*](#) form.

Departments will submit all reimbursement materials and the signed check request to **Debbie Williams** (dwilliams16@niu.edu), Graduate School, 100 Williston Hall.

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