



DOCTORAL STUDENT TRAVEL GRANT APPLICATION

For students who are enrolled in a doctoral-granting degree program at the time the travel occurs.

Please read the General Guidelines (<http://grad.uark.edu/future/funding/travelgrants.php>) before submitting this application.

ONLY ONE TRAVEL GRANT PER STUDENT PER YEAR (JULY 1 - JUNE 30), REGARDLESS OF TYPE.

There are two types of travel grants available to doctoral students:

I. PARTICIPANT TRAVEL GRANT (one per academic career – FIRST YEAR DOCTORAL STUDENTS ONLY):

1. Intended for doctoral students who are beginning doctoral studies and do not have presentable research.

II. PRESENTER TRAVEL GRANT (one per academic year, July 1st–June 30th):

1. Intended for doctoral students who have applied to present a formal paper or poster at a regional, national or international meeting of a recognized professional society. Alternate types of presentations must be approved by the Director of Graduate Fellowships and/or the Graduate Dean.
2. The student must be a listed author and sole student presenter, not simply listed as one of the presenters. **In the case of co-authors, only one student presenter will be funded.**
3. The research to be presented was performed at the University of Arkansas and will carry the University's name.

ENROLLMENT REQUIREMENT:

You must be enrolled **full-time** for the semester in which the travel and meeting occur:

Full time in the fall and spring semesters:	9 hours without a Graduate Assistant appointment 6 hours with a 50% Graduate Assistant appointment*
Full time in the summer semester:	5-6 hours without a Graduate Assistant appointment 3 hours with a 50% Graduate Assistant appointment *

*Some graduate fellowships also qualify for reduced enrollment. Check with the Director of Graduate Fellowships (479-575-4327).

EXCEPTION: If a professional meeting occurs during the summer and the student is not enrolled full-time during the summer, the travel grant may be approved if the student was enrolled full-time in the previous spring semester.

APPLICATION AND REIMBURSEMENT PROCESS:

1. After a student travel request is approved by the department, a Travel Grant Application form should be submitted to the Graduate School for approval **before** the travel occurs. Both the department contact person specified on the form and the student will be notified about the status of the Travel Grant via email.
2. The department will initiate the necessary TA transactions for the total cost of the estimated travel expenses, including the portion that will be funded by the Graduate School.
3. **Upon successful completion of the travel, the student should submit all receipts to the department.** The department will submit the statement of travel expenses for reimbursement to the student, and notify the Graduate School of the TA number, the TC number, and the cost center number.
4. After the travel expenses are posted and verified by the Graduate School, the Graduate School will initiate an expenditure transfer (ET), moving the Graduate School portion of the travel expenses from the departmental cost center to the Graduate School cost center.



DOCTORAL STUDENT TRAVEL GRANT APPLICATION
\$1,000 maximum reimbursement from the Graduate School
NOTE: Limit one travel grant per student per year (July 1st-June 30th).

Submit completed form to:
Vicky Hartwell, OZAR 213 or hartwell@uark.edu or FAX: 479-575-5908

Student's Name: _____ UA ID Number: _____

Student's Department: _____ Student's Degree Program: _____

Student's Adviser/Research Director: _____ Adviser's/Director's Email: _____

TYPE OF TRAVEL GRANT REQUESTED:

PARTICIPANT: (first year doctoral students only)

PRESENTER: Presentation Type: Formal paper Poster Other (e.g., portfolio, performance)*

*(If "Other," please explain): _____

Title of Presentation: _____

Name of Conference/Meeting: _____

Meeting Dates (not travel dates): _____ Meeting Location: _____
City, State, Country (if not U.S.)

Student's Signature (required if presenting): _____
I am presenting my own research, and I am the sole funded student presenter.

NOTICE TO STUDENT: Messages regarding this application are communicated via email. Please provide a valid email address:

DEPARTMENTAL HEAD/CHAIR'S STATEMENT: I certify that funds in the amount of 10% of the total requested cost of the trip have been committed to the above student toward travel expenses for a presentation at the described meeting. I understand that the Graduate School will contribute 90% of the total travel expenses, up to a maximum amount of \$1,000.

DEPARTMENT HEAD SIGNATURE: _____
Signature of department chair/program director or authorized designee required.

Department or Student -- Please provide estimate of reimbursement requested:

Graduate School reimbursement amount: _____ (10% of total travel; \$1,000 maximum)

Department/College reimbursement amount: _____ (10% of total travel; \$100 maximum)

Optional additional department/college reimbursement amount: _____ Source: _____

FOR DEPARTMENTS: Please provide the name and contact information for the person(s) who should receive notification regarding this student's application:
Name(s): _____ Campus Phone: _____
Email address(es): _____