

## Funding Request Form for Graduate Student Travel to Professional Conferences

Department of Political Science graduate students are eligible for up to \$500 in funding for one conference per academic year. Priority will be given to proposals from students who have passed comprehensive examinations, with other requests evaluated on a competitive basis. Priority will also be given to students who have not received conference funding from the Department in the prior academic year. Only in unusual circumstances will students receive more than one departmental award in an academic year. Progress toward completion of the degree, good standing in the graduate program, the merit of the proposal, the reputation of the conference, and other relevant factors will be considered in making funding decisions.

Requests for conference funding must be submitted to the graduate advisor no later than September 30 (for fall and winter conferences), January 31 (for spring conferences), and April 30 (for summer conferences and APSA), with funding requests submitted before the deadline prior to the conference date.

To be considered for departmental funding, graduate students must apply in advance for a Graduate Student Support Grant from the College of Liberal Arts and Social Sciences, Graduate Student Travel Grant from Toulouse Graduate School, and/or funding from another source. Graduate students are also encouraged to apply for funding from the associations hosting the conferences.

Graduate students must submit **electronically** to the Graduate Program Specialist:

- this completed funding request form,
- the completed attached Request for Travel Funds,
- the signed application form for the CLASS Graduate Student Support Grant,
- the signed Toulouse Faculty Evaluation for Travel Grant Applicants,
- the signed application form from the other funding source (if applicable),
- and a copy of the student's curriculum vitae.

Shortly after each deadline, the Graduate Studies Committee will review requests for conference funding and approve or reject each application. The Chair will make the final determination of funding, based on available resources, typically awarding up to \$500 per accepted application.

If approved, students must complete and submit the Request for Travel Funds form prior to travel. Students traveling internationally must also register the trip with International Travel and contact [Sally.Carne@unt.edu](mailto:Sally.Carne@unt.edu) for approval from Risk Management.

To receive department funding, students must present their paper to the Department at least one week before the conference. Please indicate below the dates and times when you expect to be available to present to the Department.

Dates Available to Present \_\_\_\_\_

**Graduate Student Application for Department Funds for Professional Conference Travel**

Date \_\_\_\_\_ Name \_\_\_\_\_

Funding Period    September 30        January 31        April 30

Name of Conference \_\_\_\_\_

Conference Location \_\_\_\_\_ Conference Dates \_\_\_\_\_

Amount requested from other sources for this trip? CLASS \$ \_\_\_\_\_ Toulouse \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Name of other source (if applicable) \_\_\_\_\_

Total Estimated Cost of Trip \$ \_\_\_\_\_ Amount requested from Political Science \$ \_\_\_\_\_

Previous PSCI conference travel support received?    Yes        No

If yes, please provide Conference Name(s), Date(s) and Approved Funding Amount(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paper Title \_\_\_\_\_

Paper abstract (summary of your argument, in 150 words or less – you may attach a separate sheet with the abstract).

Passed comprehensive exams    Yes        No        If Yes, Date Passed \_\_\_\_\_

Successfully defended prospectus    Yes        No        If Yes, Date Passed \_\_\_\_\_

Prospectus Title \_\_\_\_\_

If writing your dissertation, describe your progress

Explain how the conference paper relates to your prospectus/dissertation

Recommendation from major professor – Support      Oppose

Comments from major professor

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Signature of Graduate Student

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Signature of Major Professor

# Request for Travel Funds – Students

Submit completed form to Graduate Program Specialist for processing. Department may only be able to fund only a portion of total requested.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose:

Include full name of conference (not just acronym). If you are a presenter, provide a copy of the paper you'll be presenting to dept. chair. Include any other information to support your request.

Destination: \_\_\_\_\_ Trip Dates: \_\_\_\_\_

## Estimated Expenses:

Airfare: \$ \_\_\_\_\_

Rental Car: \$ \_\_\_\_\_

Lodging: : \$ \_\_\_\_\_

Meals: \$ \_\_\_\_\_

Parking: \$ \_\_\_\_\_

Rideshare/taxi: \$ \_\_\_\_\_

Registration: \$ \_\_\_\_\_

Other misc. expenses

Description: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

Booking in Concur?  Yes  No Total Requested: \$ \_\_\_\_\_

*If approved, Graduate Program Specialist will forward to Travel Assistant in the CLASS Dean's Office for preparation of the Travel Request in Concur. From that point, you will work directly with Travel Assistant.*

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## FOR ADMIN USE:

Chartstring 1: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Chartstring 2: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Chartstring 3: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Chartstring 4: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Department Approved Total: \$ \_\_\_\_\_**

**Department Approval Signature: \_\_\_\_\_**