

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 23 (for fall and winter conferences), January 23 (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 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 30 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

Signature of Graduate Student

Signature of Major Professor

Request for Travel Funds – Graduate Students - FY 2023-2024

Submit completed form to Administrative Coordinator for processing. Department may be able to fund only a portion of total requested.

Name: _____

Title: _____ Student ID: _____

Email: _____ Phone: _____

Chartstring 1:

Chartstring 2:

Chartstring 3:

Purpose: _____

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

Destination: _____ Trip Dates: _____

Estimated Expenses:

Airfare: \$ _____

Rent Car: \$ _____

Lodging: \$ _____

Meals: \$ _____

Parking: \$ _____

Taxi/shuttle: \$ _____

Other misc. expenses: \$ _____

Total Requested: \$ _____

Department Approval Signature:

Department Approved Total: \$ _____

If approved, the Graduate Program Specialist will forward to the 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.

FOR ADMIN USE:
