

**Application for Ph. D. Student Travel Funds**

**School of Education**

**Updated August 2016**

**Purpose**: To provide funding to support graduate student travel to present papers at international, national, regional and state conferences related to their field of study.

**Guidelines:** To assure that the maximum number of students is able to receive some support to present papers at professional conferences, the following criteria are in place for the application process:

* Support for travel to state conferences will only be approved if there is money available after support for international, national or regional conferences are made.
* Students may submit an application for funding for no more than two conferences per year. Priority will go to first-time applicants in a given academic year.
* Students who have other funding or resources to support travel to professional conferences will not be able to apply for these funds (for example, if they have funds to support travel because of their work on a grant-funded project, as a collateral faculty member, or appointment to a professional or student organization with travel funding) until all other sources of funding are exhausted.
* Funding will not exceed the cost of registration and approved travel expenses, and is limited to a maximum of $500.00.
* Please be aware that you will not receive a cash award, rather, you will be reimbursed for expenses after travel is completed.
* Students must follow all other VCU travel reimbursement policies (see <http://www.vcu.edu/procurement/travreimindex.htm> for more information)

**Application Deadline: April 30, 2016 for Summer conferences, September 9th, 2016 for Fall Conferences and January 16, 2017 for Spring conferences**. If the proposal has not yet been accepted, students are asked to submit an application that can be considered for funding *pending acceptance.* This will help the review committee make decisions about the allocation of funding at one time to maximize the number of students who will be able to access travel funds. Applications submitted after these deadlines will be reviewed as funding allows. For those applications made prior to formal acceptance, it is the **student’s** responsibility to provide the documentation of acceptance prior to the release of funding support. Reimbursements will not be made until after the appropriate paperwork has been submitted.

**All requests for funding support must be made prior to the date of the conference.** Please allow sufficient time for review and processing of the appropriate paperwork to assure timely reimbursements. Original receipts must be presented for reimbursement for registration costs, hotel room costs, parking, etc.

The following materials/documentation must be included in the application:

1. Application for Graduate Student Travel Funds
2. Conference information (website printout and/or call for papers)
3. Acceptance letter or email or copy of submitted proposal if a decision about acceptance is still pending)
4. Estimated costs for attendance.

Completed applications are to be submitted to the Office of Graduate Studies, Attention: Dr. Kathleen Cauley, Director at [kmcauley@vcu.edu](mailto:kmcauley@vcu.edu) or submitted directly to the Office of Graduate Studies in Room 2087 of Oliver Hall. The process will be as follows:

1. Student completes application form.
2. Advisor or track coordinator reviews and adds supporting information about the role of the student in the presentation and the preparatory work for the conference presentation. Students do not need to be sole presenters, but they need to have an active role commensurate with current skills and their need for continued professional development.
3. Department chair reviews application and provides information on whether the students does or does not have other sources of funding to support this travel.
4. Once the advisor and department chair approve the application, the application is then submitted to the Office of Graduate Studies. Applications missing these signatures will not be reviewed.
5. Once approved, log onto Chrome River, to create a pre-approval, and select Susan Younce as approval person. If you do not have an account (or not a graduate assistant) with VCU, bring your OGS approval to the School of Education Business Office and ask Dana Byrd to create a pre-approval on ChromeRiver for you.

ChromeRiver link below:​

[http://procurement.vcu.edu/i-want-to/travel/learn-about-and-get-reimbursed-through- chrome-river/#.VFfdC8kraTm](http://procurement.vcu.edu/i-want-to/travel/learn-about-and-get-reimbursed-through-%20%20chrome-river/#.VFfdC8kraTm)

​f) Once approved on ChromeRiver, make your travel arrangement with the travel agent-

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g). After travel, go to ChromeRiver to get reimbursed and attach all your receipts.



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| --- | --- |
| Applicant’s Name: |  |
| Date of Application: |  |
| Place & Conference: |  |
| Authors and Title of Paper to be Presented: |  |
| Date & Type of Audience (national, regional, etc): |  |
| Applicant’s Role in Presentation (author, presenter, co-presenter): |  |

**Itemized Funding Request**

(In 2016-17, grants will be limited to $500 per award. Please attach all relevant documentation)

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| **Track Coordinator’s/Advisor’s Comment (Please indicate role of student in preparation for and presentation of material).**  **Department Chair’s Comment (Please indicate whether this student has other funding available to support travel to present at conferences)** | | | | |
|  | Recommend |  | Do Not Recommend |  | |
| Advisor/Track Coordinator |  |  |  |  | |
|  | Recommend |  | Do Not Recommend |  | |
| Department Chair |  |  |  |  | |
|  | Recommend |  | Do Not Recommend |  | |
| Director of Graduate Studies |  |  |  |  | |
|  | Approved |  | Not Approved |  | |
| Dean/Dean Designee |  |  |  |  | |