

1. Send completed request, along with a one-page abstract of the presentation and proof of acceptance to the address below, **no later than four weeks before the date of the meeting.**
2. Applications will be processed on a routine basis, first-come/first-served until funds are exhausted. **Late applications, with letter of explanation attached, will only be considered if serious extenuating circumstances made it impossible to comply with due dates.**
3. The purpose must be to present their research or disciplinary equivalent at a national or regional meeting of a learned or professional organization held out-of-state.
4. Individuals must be certifiable as at least half-time students "Graduate Level Courses" at the time of travel. (See chart and attached exception guidelines.)
5. There is a limit of up to \$500 for a one time award per applicant.
6. The notification of award e-mail will include detailed regulations on how to use the award.
7. Emergency medical insurance is covered by KU through Worldwide Assistance.

Contact information: Research & Graduate Studies, Attn: Patti Steffan, 2385 Irving Hill Rd., Youngberg Hall, Lawrence, KS 66045. Phone: 785-864-7243 – email: [psteffan@ku.edu](mailto:psteffan@ku.edu) – Fax: 785-864-5025

Applicant \_\_\_\_\_  
Last Name / First Name Academic Department Student ID#

Complete Current Address \_\_\_\_\_

\_\_\_\_\_ e-mail address phone number

Funds are requested for round-trip from Lawrence to \_\_\_\_\_  
City, State

to attend \_\_\_\_\_  
Learned or Professional Organization – please do not abbreviate

Meeting dates: \_\_\_\_\_ to \_\_\_\_\_ Type of Presentation: \_\_\_\_\_  
(paper, poster, oral, art, music etc.)

The purpose of this travel is to make a presentation entitled: \_\_\_\_\_

I certify that I am the person who will present the paper listed above.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Endorsement: MUST HAVE SIGNATURE:**

Department Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by Graduate Studies**

Prior Funding?	YES	NO	Accepted?	YES	NO	Database	_____	BTF/Request	_____
½ Time Status?	YES	NO	Abstract?	YES	NO	Posted	_____	Notification	_____
Within Deadline?	YES	NO	Approved?	YES	NO	Log	_____		

Account/Amount \_\_\_\_\_ Graduate School Approval Signature \_\_\_\_\_  
(updated 11/11)

VERIFICATION OF STATUS FOR ELIGIBILITY OF THE  
GRADUATE SCHOLARLY PRESENTATION TRAVEL FUND

MUST BE AT LEAST HALF-TIME TO BE ELIGIBLE FOR TRAVEL FUNDS

**"Graduate Level Courses"**

<b>Fall/Spring Half-Time Status</b>
Enrolled in 6 credit hours or 5 hours plus 10% time Teaching or Research Assistant 4 hours plus 20% time TA or RA 3 hours plus 25% time TA or RA
<b>Summer Half-Time Status</b>
Enrolled in 1 credit hour

**Eligibility guidelines for the Graduate Scholarly Presentation Travel Fund**

Graduate students must be presenting their research or the disciplinary equivalent at a national or regional meeting of a learned or professional society. Applications must be completed and submitted at least 30 days in advance of expected departure. The form must be signed by you and the Department Chair or Dean. A one page copy of the abstract must accompany the application form. **The student must also show proof that they have been accepted for presentation, this may be submitted later if not available at time of application**

Reimbursements of up to \$500 are made for domestic or international travel expenses, pending availability of funds. Students must turn in receipts to claim the funds. Allocations are limited to one time use per applicant.

Normally, graduate students who receive assistance from the Graduate Scholarly Presentation Travel Fund will be expected to be enrolled in at least half-time (or equivalent) status for the semester/summer session that travel is planned.

(See application for half-time status and equivalent half-time status.)

**Exceptions** may be granted to individuals who are not considered to be half-time students, using the following guidelines:

- Graduate students working on dissertations, master's theses or major research projects that have been developed into a paper for a national conference.
- Doctoral students who have already completed the required hours of post-comprehensive enrollment.
- Graduate students attending a summer conference not enrolled in summer but will be enrolled in fall.

*When requesting an exception to the hours-of-enrollment eligibility criterion, a graduate student must submit a brief letter endorsed by the chair or the graduate director of the department, with details on why the applicant should be granted an exception.*

*Requests for exceptions must be attached to the application.*