

# Graduate Student Paper Presenter Travel Fund Application

(Out of State Travel Only)

1. This request, along with a one-page abstract of the paper and proof of acceptance, must be received at the Office Research Graduate Studies, Youngberg Hall, Attn: Patti Steffan, **no later than four weeks before the date of the meeting**. 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.**
2. The purpose must be to present a paper at a national or regional meeting of a learned or professional organization held out-of-state.
3. Individuals must be certifiable as at least **half-time students** at the time of travel. (See chart and attached exception guidelines.)
4. There is a limit of one \$400 reimbursement per applicant during graduate studies.
5. If you are expecting to use a portion of this funding for airfare, do not book it until you receive notification of final approval. The notification e-mail will include detailed state regulations on how to book airfare.
6. Emergency medical insurance is covered by KU through Worldwide Assistance.
7. Forward completed signed application, proof of acceptance, and one-page abstract to the Research Graduate Studies, Graduate Student Travel, Attn: Patti Steffan, 2385 Irving Hill Rd., Youngberg Hall, Lawrence, KS 66045.  
If questions, call 785-864-7243

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

Current Lawrence/Area Address with zip code \_\_\_\_\_

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

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

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

Meeting dates: \_\_\_\_\_ to \_\_\_\_\_ Type of Presentation: \_\_\_\_\_

The purpose of this travel is to present a paper entitled: \_\_\_\_\_

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

Endorsement:

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

### To be completed by The Graduate School

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 03/08)

VERIFICATION OF STATUS FOR ELIGIBILITY OF THE GRADUATE STUDENT PAPER PRESENTER FUND

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

SEMESTER	FULL-TIME STATUS	HALF-TIME STATUS
Fall/Spring	Enrolled in 9 credit hours or 8 hours plus 30% time Teaching or Research Assistant 7 hours plus 40% TA or RA 6 hours plus 50% TA or RA	Enrolled in 6 credit hours or 5 hours plus 10% time Teaching or Research Assistant 4 hours plus 20% TA or RA 3 hours plus 25% TA or RA
Summer	Enrolled in 6 credit hours or 5 hours plus 25% time Teaching or Research Assistant 3 hours plus 50% time TA or RA	Enrolled in 1 credit hour

**Eligibility guidelines for the Graduate Student Paper Presenter Fund**

Graduate students must be presenting a paper 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. A copy of the abstract of the paper must accompany the application form. The student must also show proof that the paper has been accepted for presentation, although this may be submitted later if not available at time of application.

Reimbursements of up to \$400 are made for domestic or international travel expenses, pending availability of funds. Students must show receipts to claim the funds. Allocations are limited to one per applicant during graduate studies.

Normally, graduate students who receive assistance from the Graduate Student 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.

*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.*