

MICHIGAN STATE UNIVERSITY

Graduate STUDENT TRAVEL Funding Criteria

Funds from The Graduate School are available for graduate students to travel to present their research at professional conferences. These funds are not available to support thesis/dissertation research projects or course work. This funding is only for graduate students pursuing a degree program. Requests for funding to travel to international meetings will be considered jointly by The Graduate School and the Office of International Studies and Programs (ISP), therefore, you need to submit only one form for consideration by both offices.

1. The attached form should accompany all requests.
2. Requests should be accompanied by a summary of cost sharing with the student's department and college and, when appropriate, with International Studies and Programs (see below). Whether or not these units provide funding, an endorsement of the request from both the department and the college is still required. Use a copy of the attached form to provide this information.
3. Requests must be accompanied by an endorsement from the major professor/advisor stating that the student is making satisfactory progress in his/her graduate program. You may use the attached form to provide this information.
4. Travel requests must be in the form of a **brief letter from the student** indicating the following (and accompany the completed attached form):
 - a. **Name of the conference or professional meeting**
 - b. **The title of the research to be presented and a list of authors**
 - c. **The date(s) and the location of the meeting**
 - d. **A break-down of the costs of the trip**
 - e. **Student must be registered the semester the funding is awarded**



THE GRADUATE SCHOOL

Office of the
Associate Dean
for Academic Affairs

118 Linton Hall
East Lansing, Michigan
48824-1044

517/355-0301
FAX: 517/353-3355

The Graduate School

Requests are limited to \$400. Usually only one request per student will be considered during his/her degree program.

International Studies and Programs (for international conferences only)

Through the Graduate Student International Travel Grant, International Studies and Programs (ISP) offers MSU graduate students small travel grants to international professional conferences: 1) to present papers (not merely attend) or 2) to fulfill other similarly significant roles at the conference (a detailed description of responsibilities must be included). The research presented must have an international focus. Requests are limited to \$500. Usually only one request per student will be considered during his/her degree program. After securing the major professor/advisor, department, and college endorsements, eligible students should send the completed attached form and request letter to The Graduate School, 118 Linton Hall. If appropriate, The Graduate School will forward the request to ISP for funding consideration.

Requests should be sent to: Tony Nunez, Associate Dean 118 Linton Hall

A decision on support will be made within three weeks after receiving all of the necessary materials by The Graduate School. Decision letters will be mailed to the preferred office or home address.

PLEASE NOTE: If you have Stafford or other needs-based loans/aid, the amount of your award may cause a reduction of your loan(s) or other financial aid. However, if the award is for travel or research support, please provide a copy of meeting registration form, airline ticket price, hotel costs, etc. The Graduate School will forward these to the Office of Financial Aid as an indication that The Graduate School funds should **not** be subtracted from your loan/aid amount. However, final decisions are made on a case-by-case basis by the Office of Financial Aid following guidelines provided by the federal government.



TRAVEL FUNDING REQUEST TO THE GRADUATE SCHOOL
 Associate Dean's Office

118 Linton Hall
 Michigan State University
 East Lansing, MI 48823
 Phone: 517.355.0301
 Fax: 517.353.3355

SHARED FUNDING AND ENDORSMENT FOR:

Date: _____

(Print) Student Name: _____

Student Number: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email: _____

Department: _____

College: _____

***Attach the specific funding request letter from the student.**

The above student is making satisfactory progress towards his/her degree.

 (Print) Major Professor

 Signature of Major Professor

A Signature is required from the major professor, the department chair, and the college even if they have no funds available to support this request. Individual departments and colleges may request additional information from the applicants.

FUNDING SOURCE	NAME AND ADDRESS (Print or Type)	SIGNATURE	ACCOUNT#	AMT FROM SOURCE
Major Professor				\$
Department/Unit Chair				\$
College Dean/Associate Dean				\$
International Studies & Programs				\$
	209 International Center (If you receive funding from this unit it will be in the form of a Travel Voucher) (For international conferences only)			
Other (specify)				\$
TOTAL:				\$
FUNDS REQUESTED FROM THE GRADUATE SCHOOL:				\$

Please Check Box(s) That Apply

Graduate School Use Only

- AGEP Fellow
 AGEP Scholar
 FAST Fellow
 University Enhancement Fellowship
 University Distinguished Fellow

Disapproved: _____ Amount Approved: \$ _____