

**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, 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):**
  - **Name of the conference or professional meeting**
  - **The title of the research to be presented and a list of authors**
  - **The date(s) and the location of the meeting**
  - **A break-down of the costs of the trip**



**THE  
GRADUATE  
SCHOOL**

**Associate Dean for  
Student 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 needs-based loans/aid and are requesting **travel** support, please provide a copy of meeting registration form, airline ticket price, hotel costs, etc. I 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  
118 Linton Hall

Phone: (517) 355-0301

Fax: (517) 353-3355

Shared funding and Endorsement 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.**

<i>The above student is making satisfactory progress towards his/her degree.</i>	
_____	<b>Signature of Major Professor</b>
_____	<b>(Print) Major Professor</b>

A signature is required from the major professor, the department, and the college even if no funds are available to support this request.

<b>Amount of Funds Available from:</b>	<b>(Print) Name and Address</b>	<b>Signature</b>
Major Professor \$ _____	_____	_____
Department/Unit \$ _____	_____	_____
College \$ _____	_____	_____
International \$ _____	_____	_____
Studies & Programs (209 International Center) <b>(If you receive funding from this unit it will be in the form of a Travel Voucher)</b> (For international conferences only)		
Other (specify) \$ _____	_____	_____
<b>TOTAL</b> \$ _____	<b>Funds requested from The Graduate School</b> \$ _____	

<b>Graduate School Use Only</b>
Amount Approved: \$ _____