

## GRADUATE PROFESSIONAL TRAVEL GRANTS

A presentation at a disciplinary meeting is an important way for graduate students to introduce themselves to the profession and to build a network. It also enhances the academic reputation of the student's graduate program and university. Therefore, the Dean of Graduate Studies has created a travel fund to assist with the preparation and travel expenses of graduate students who are giving a presentation at one of their regional or national professional meetings.

Presentations include talks, posters, exhibits, and performances. Mere attendance at professional meetings or informal participation in workshops, seminars, discussion panels, or short-courses is not eligible for funding.

Expenses associated with the purchase of presentation materials, travel to the meeting, registration fees, and room charges will be reimbursed up to \$750. Food and optional expenses (e.g., workshops, excursions, spousal expenses) are not eligible. Only matriculated graduate students, enrolled and in good academic standing may apply for the award. Only one presenter per project can be supported. There are no deadlines. Awards will be made over the fiscal year until the fund is depleted. Students should not expect more than one award per academic year.

Students who are funded to present posters, performances, or exhibits are strongly encouraged to share their work with the University community at the Graduate Symposium held on campus every April.

The application process includes the following.

1. The graduate student presenter must complete the (attached) application form at least one-month before the professional meeting occurs. The Dean of Graduate Studies will notify the applicants within a week of receipt of the application if there are sufficient funds to support the effort. If possible, attach a program and indicate where the presentation appears.
2. Within 30 days of the meeting, the graduate student must complete a university travel reimbursement form and attach receipts. If the meeting's program was not submitted with the application, then it should be included with the travel reimbursement form. Send the material to the Dean of Graduate Studies. Allow two-weeks after successful submission for reimbursement.

**APPLICATION FOR THE  
GRADUATE PROFESSIONAL TRAVEL FUND**

Name: \_\_\_\_\_ Grad Program: \_\_\_\_\_

Student ID: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Matriculation: \_\_\_\_\_ Graduate GPA: \_\_\_\_\_ I am a candidate for the Masters/Doctorate

Name of Graduate advisor or program director: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Mode of delivery:

Oral presentation

Poster session

Performance

Exhibition

Other: \_\_\_\_\_

Professional Organization organizing the meeting:

\_\_\_\_\_

Dates of the meeting: \_\_\_\_\_

**ESTIMATED BUDGET**

Preparation expenses \_\_\_\_\_

Registration Fees \_\_\_\_\_

Travel to site \_\_\_\_\_

Room \_\_\_\_\_

Other (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL** \_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_  
**Applicant** **date**

\_\_\_\_\_  
**Graduate Advisor or Graduate Program Director** **date**

Send this completed application form and a copy of the program or other promotional material for the meeting via campus mail to:

**Peter Diffley  
Dean of Graduate Studies  
CCE311**

Questions? Contact Dean Diffley at [diffley@hartford.edu](mailto:diffley@hartford.edu)