GRADUATE STUDENT TRAVEL AWARD  
2018-2019

The Graduate School is pleased to announce Travel Awards for domestic travel for the 2018-2019 academic year. The funds will be used to support travel opportunities for existing MSU Bozeman graduate students from any department, to present (oral) their research findings at domestic professional conferences and workshops or to conduct research for their dissertation at domestic locations. The award amount will be dependent on the travel budget available to the Dean of The Graduate School and will be disbursed until depleted.

APPLICATION INSTRUCTIONS
Graduate students must be currently taking courses and be considered in good standing. A request should be submitted (if possible) three (3) months prior to the requested travel to Melis Edwards: gradschool@montana.edu. The Dean of The Graduate School will award funding based on the strength of the evidence submitted by the graduate student and the research advisor. Preference will be given to those requests that have matching travel funds provided by their research advisor, department, or college.

The proposal must be submitted as a single continuous document. The header for each page must have the student’s name, and will include the following information:

1. Student/Information (Page 1):
   a. Name, last four digits of student ID, telephone number, address, and email address.
   b. Title of the research to be presented.
   c. Venue in which the research will be presented.
   d. Detailed budget request that includes transportation (type & cost) accommodations, registration fees, and justifies the duration of the trip.

2. Evidence that the research has been accepted for oral presentation (e.g., a letter of acceptance, a program listing their name and submitted research) (Page 2).

3. Letter of support from the research advisor that addresses the significance of the opportunity for the student. (Page 3).

4. A one page abstract of the research to be presented. (Page 4).

NOTE:
The student is expected to participate in the Annual Graduate Student Summit, typically held fall each year. Additionally, the student must acknowledge support from The G.S. on their presentation.

MECHANISM FOR DISTRIBUTION OF THE TRAVEL AWARD

• Upon return from travel, reimbursement of up to the amount of the award will be made as long as original receipts are provided for each item to be reimbursed. The Graduate School will not be responsible for reimbursement of funds that exceed the award amount.

• The student may provide to The Graduate School, the research result, e.g., peer reviewed manuscript, the research artifact, presentation slides, or other documents.