GRADUATE TRAVEL AWARD NOTICE
NOVEMBER 2015

The Graduate School is pleased to announce another round of domestic travel grants for academic year 2016. Specifically, $25K has been allocated to support this initiative. The funds will be used to support two forms of travel requests.

- 60% of the funds will be used to support recruitment of new graduate students from non-STEM departments only;
- The remaining 40% will be used to support travel opportunities for existing MSU Bozeman graduate students (in good standing), 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 amount in either case will be dependent on the travel budget available to the Dean of The Graduate School and will be disbursed until depleted. Travel, in all cases, is limited to domestic travel only.

INSTRUCTIONS TO APPLY FOR A TRAVEL GRANT TO RECRUIT A NEW GRADUATE STUDENT

Faculty in non-STEM departments can submit nominations for recruitment type of award until all funds are disbursed. The recruitment award is for new domestic graduate students beginning Fall 2016. Departments wishing to apply in this category should submit the following information to melisenda.edwards@montana.edu

- Student Information (Page 1):
  1. Name, telephone number, address, and email address.
  2. Department program and degree type being considered at MSU-Bozeman.
  3. Current degree(s) and name(s) of institution(s) where degree(s) was (were) conferred.
  4. Current GPA and other required scores (e.g., GREs, TOEFL, IELTS, and so forth).
- Letter of support from the nominating MSU faculty (Page 2)
- Contact name for funds transfer (Can be included in Page 2)

MECHANISM FOR DISTRIBUTION OF THE RECRUITMENT-TYPE OF TRAVEL AWARD

- Students do not have to submit an application to The Graduate School to be nominated.
- The department is responsible for making all travel (mode of travel, hotel/room accommodations) arrangements.

INSTRUCTIONS FOR STUDENTS TO APPLY FOR A TRAVEL GRANT TO PRESENT RESEARCH RESULTS

Current graduate students, wishing to apply in this category, must be in good standing. A request should be submitted at least 2 months prior to the requested travel to Melis Edwards (melisenda.edwards@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. The amount will be dependent on the travel budget.
available. Preference will be given to those requests that have matching travel funds provided by the
research advisor, the department, the college, and so forth.

The proposal must have a header with the students name on each page, and will include the following
information:

1. Student/ Information (Page 1):
   a. Name, 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 may be asked by The Graduate School to participate in a 3-minute video about their
research or to participate in the Annual Graduate Student Summit.
NOTE: The student should acknowledge support of their GS travel on their presentation.

MECHANISM FOR DISTRIBUTION OF THE TRAVEL AWARD TO PRESENT AT A CONFERENCE OR
WORKSHOP

• 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, and so forth.