

Requests for Proposals, FY 2011-2012 Graduate Student Travel Grants

To help facilitate travel to professional meetings and conferences, at which graduate students present the results of their academic and creative endeavors, the Graduate School invites degree-seeking graduate students to submit travel grant proposals for FY 2011-2012.

Graduate students invited to present results of their original research or creative activity in the form of a paper, performance/ exhibition, or poster session at a professional meeting may submit a proposal through their academic department to the Office of the Dean of the Graduate School. Recipients of travel grants may be awarded up to \$500 in matching funds to cover the cost registration, lodging, and transportation.

Eligibility Criteria

Applicants must have completed at least one academic year of study at NIU. They must be in good academic standing and have a 3.5 GPA. At the time of application, the student must have no unresolved grade of "Incomplete."

Applicants must be presenting results of their own original research or artistic endeavors conducted while enrolled at NIU.

Applicants must be the primary author of the presentation.

Applicants, whether single authors or co-authors, must secure from their academic department and/or college a minimum of \$200 in support.

Preference will be given to doctoral students or students pursuing the terminal degree in their discipline. A request from a master's student will be considered only if the department does not offer a doctoral degree in the student's field of study.

The meeting or conference must be of national or international significance.

At the time of application, the applicant must be registered on a full-time basis (minimum 9 hours during the Fall and Spring, 6 hours during the Summer). If traveling between semesters, the applicant must be registered for the current semester and the semester or term following travel.

Only one travel request per student may be funded in a fiscal year.

Applicants must not be employed at NIU as an instructor, adjunct, or regular member of the faculty.

Instructions

1. Complete and print the coversheet.
2. Attach the proposal, which must include the following components.
 - a. Title of the presentation and applicant's name
 - b. Synopsis of the presentation (500 words maximum). In the synopsis, explain the significance of the research or artistic endeavor and its relationship to the applicant's ongoing academic program.
 - c. Justification: Explain how the opportunity to present will enhance the applicant's academic or professional experience. Explain why the particular forum is the most appropriate one.
3. Attach supporting materials, including: confirmation of participation, the names, positions, and institutional affiliations of other panelists, moderators, commentators, or jury members (if known).
4. Secure support from one's department chair or school director and, as needed, one's college dean.

Due Dates

For travel between July 1 and September 30 (Deadline: June 24 at 4:30 PM)

For travel between October 1 and January 30 (Deadline: September 2 at 4:30 PM)

For travel between February 1 and June 30 (Deadline: January 20 at 4:30 PM)

If traveling over two periods, the request must be submitted based on the start date of the travel. **Submit applications to Dean, Graduate School, 223 Adams Hall.**

Reimbursement

Upon return, applicants awarded a travel grant must file a signed travel voucher with receipts. Successful applicants must file with the travel voucher a brief assessment of the results of the presentation. An estimate of the audience size, formal and informal comments about the presentation, and an assessment of the academic and professional benefits of the experience should be included. Vouchers will not be approved until a final report is received.

Submit vouchers and final reports to Dean, Graduate School, 223 Adams Hall.