

## **Request for Proposals, AY 2019-2020 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 AY 2019-2020.

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. Applicants, whether single authors or co-authors, must secure from their academic department or college a minimum of \$200 in support (not \$200 combined). Travel grants matching up to 100% of the support received from either the department or the college may be awarded, up to a maximum of \$500, to cover the cost of registration, lodging, meals, and transportation.

Graduate School travel grants are considered supplemental funding. If student travel expenses are less than anticipated, expenditures are not to be divided equally between the units.

Applications for travel grants are submitted through an electronic process. See:  
<http://go.niu.edu/GradTravelGrantForm>

### **Eligibility Criteria**

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

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

Applicants must be the primary author of the presentation.

Preference will be given to doctoral students or students pursuing the terminal degree in their discipline. Late-stage dissertation and thesis writers (or authors of thesis analogues) presenting results of their project will be advantaged in the review process. Normally, 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 travel, the applicant must be enrolled in classes. 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. Coordinate submission of the application with your advisor and/or department chair or director of graduate studies. Consulting with them prior to submitting your travel grant application and receiving their assistance in putting together a budget will be helpful to you.
2. Begin the application process here: <http://go.niu.edu/GradTravelGrantForm>
3. 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 scholarly or artistic endeavor and its relationship to the applicant's dissertation, thesis or thesis analogue. Usually, you have submitted something like this if your proposal has been accepted by the conference.
  - c. Justification: The justification should explain not only how the opportunity to present will enhance the applicant's academic or professional experience but also why the particular forum is the most appropriate option.
4. Attach confirmation of acceptance or participation.

Proposals are reviewed at the department and college level before being reviewed by the Graduate School. **Proposals should be received in the Graduate School *at least* one month prior to travel.** To accommodate departmental and college review processes, students should submit their proposals as soon as they are invited to present.

**Applications are submitted electronically via an e-form located here:**

<http://go.niu.edu/GradTravelGrantForm>

## Reimbursement

Upon return, applicants awarded a travel grant must file a check request. A check request must be accompanied by a signed "Student Non-Employee Travel Event Request," which is available on the Accounts Payable Services website. Original receipts must be attached to the request. Successful applicants must also file a brief assessment of the results of the presentation. Requests for reimbursement will not be approved until a final report is received.

**Submit reimbursement requests and final reports to Dean, Graduate School, 227 Adams Hall.**