FACS Graduate Student Travel Funding

The following guidelines will be used in considering all requests:

1. Preference will be given to students presenting research as first author. If presentation has not yet been accepted, funding may be awarded on the condition of acceptance.
2. Preference will be given to doctoral students or students pursuing the terminal degree. A request from a master’s student will be considered if the college has adequate funds.
3. The meeting or conference must be of regional or national importance.
4. Approval of travel requests will be limited to one trip per student per fiscal year.
5. The applicant must be registered for full-time graduate study during the semester of his/her travel. If a student is traveling between semesters, he/she must also be registered for full-time graduate study the semester following travel. Photo and bio must be up to date on the FACS website.
6. Each request must be on a “Graduate Student Travel Funding Request” form. The departmental website will maintain this form for student access.

The above criteria are minimum for applying for travel funds. Do not assume that meeting these criteria will automatically guarantee funding. Departments may add additional requirements.

Deadline for receipt of request due in Dean’s Office with faculty signature and department head signatures:

Fall Term: September 9th, 5 p.m.
Spring Term: January 15th, 5 p.m.

Request due to departments one week prior to Dean’s office deadline
Graduate Student Travel Funding Request  
College of Family and Consumer Sciences

Applicant Name____________________________________ Date__________________

Applicant’s Department____________________________________________________

Major Area: ___________________________ Ph.D._____ M.S._____

Phone_________________________________ Email_________________________________

Name of Conference_________________________________________________________

Date of Conference____________ Location of Conference________________________

Purpose for attending conference_____________________________________________

___________________________________________________________________________

___________________________________________________________________________

Cost to Attend:

Travel (by air or vehicle) __________________________

Lodging __________________________

Conference Registration __________________________

Meals __________________________

Other Expense __________________________

TOTAL __________________________

Amount given by Department __________________________

Applicant’s Signature__________________________ Date__________________

Major Advisor/Faculty Co-presenter 
Signature/Approval__________________________ Date__________________

Department Head 
Signature/Approval__________________________ Date__________________

Dean’s Approval__________________________ Date__________________

Deadline for receipt in Dean’s Office: Fall Term: Sept. 9, 5 p.m., Spring Term: Jan. 15, 5 p.m.