Under normal circumstances, the College would utilize four Foundation funds (endowments) established for Graduate Student Travel during the fall and spring semesters, requiring students to have evidence of accepted presentations at domestic U.S. locations, with preference given to doctoral students. However, given the global pandemic, it only makes sense for the College to be flexible and allocate funds in a manner to benefit more graduate students to participate in high quality online professional conferences, domestic or international, either as presenter or as an attendee for the benefit of knowledge gained and networks broadened via technology.

The following guidelines will be used in considering all requests for fall and spring semesters 2020-2021 due COVID-19:

1. Travel is restricted by the USG. Funding from the College Foundation accounts is only to be applied towards **registration fees of virtual conferences**, domestic or international, September, 2020, through May, 2021.
2. Departments are encouraged to use some Foundation funds to match the request of the college. Exception: Conference registration fee is less than $200 does not require a dept. match.
3. First preference will be given to doctoral students or students pursuing the terminal degree. A request from a master’s student will be considered for College funds if the department matches 1:1.
4. Virtual conference registration will be limited to one conference per student per fiscal year.
5. The applicant must be registered for full-time graduate study during the semester of his/her participation in a virtual conference registration funded by the College.
6. Each request must be on a “Graduate Student Travel Funding Request” form and be approved and signed by the Department Head. The “Graduate Student Travel Funding Request” is page 2 of this document.
7. College Foundation endowments for Graduate Student Travel cannot pay for professional association membership fees; to be a paid member often results in reduced conference registration fee. Inquire in your department for membership fees.

Deadline for receipt of electronic requests from the Department/Unit to the Dean’s Office

**facsdean@uga.edu**

**Fall Term: September 9th**

Spring Term: January 15th
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.