Graduate College Research Travel Award Application

Graduate students seeking to attend virtual or in-person professional conferences for the purpose of presenting research during the academic year 2023/2024 are eligible for consideration for one award. The Graduate College will award funds **up to a maximum of $800**. The award provides funding for presenting original research at conferences. The amounts will be determined on the basis of the nature of the conference (virtual, max. $300 for conference fees only).

Please review the information below for the application process and the checklist to determine eligibility.

All required documents must be submitted *at least 3 weeks prior to your conference*. Requests later than 3 weeks prior to conferences will be reviewed but may not be funded.

Funds are available and will be disbursed on the basis of conference type, availability of other funding (e.g., from department or academic college, and recommendation of faculty and/or program director)

The deadline for Fall conferences is 3 weeks prior to the start of the conference.

The deadline for full consideration for travel from February 1 – June 1 is January 10, 2024.

To ensure reimbursement, all receipts must be submitted no later than 3 working days after completion of the conference.

The following types of presentations will be considered for funding:

- Research paper or * Project Presentation *(*project presentation is meant for those discipline that are not necessarily conducting or presenting research, but rather showcasing scholarly work)*
- Fine Arts Performance or Pedagogy Presentation
- Roundtable or Panel Discussion
- Poster Presentation

Eligibility

Please review and confirm your eligibility prior to submitting.

Graduate students who apply for this award must meet the following eligibility criteria during the semester when the fund will be used.

- Be in Good Standing (minimum institutional GPA of 3.0)
- Be enrolled in a minimum of 6 credit hours OR enrolled in thesis/dissertation hours
- Submit a one-page summary of research and statement on the benefits of attending conference for successful completion of their graduate degree
- Submit acceptance and/or evidence of submission materials (note for submissions, an acceptance letter/email must be submitted prior to travel)
- Note that no more than two student authors on the project or presentation can be eligible to receive a Graduate College award.

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Application Process

Students who wish to apply must submit the complete packet, with all attachments to
gradcollegeforms@kennesaw.edu

1. A completed Application
2. Signature and brief written support from program
3. Attach all required materials.

Incomplete packets may not be considered. Please collect and attach all required materials prior to submitting. A checklist on the application will help ensure you know what to submit.

Additional Travel Authorization Documents

Additional travel authorization documents may be required per Kennesaw State Policy. Please be sure to review this documents on Graduate Research Travel Award page.

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Student Information

KSU ID#:	KSU Email:
Last Name	First Name
Academic College:	

Degree Program:	Degree Level: ⊙ Master's ⊙ Specialist ⊙ Doctoral

Conference and Presentation Details

Name of Conference:	
Title of Presentation:	
Name of Presenter:	
Type of Presentation: (i.e., Roundtable, Panel, etc)	

Conference City:		Conference State:	
Conference Date From:		Conference Date To:	

Projected Budget

Airfare/Transportation:	
Hotel/Housing	
Registration Fee:	
Other:	
Total:	

Acknowledgement of Requirements to ensure funding award and reimbursement

I am in Good Standing (minimum institutional GPA of 3.0)

I am currently enrolled in at least 6 credit hours (or I am enrolled in thesis/dissertation hours)

I have attached a one-page summary of my research and included a statement of benefits of attending this conference for the successful completion of my degree.

I have attached my acceptance and/or evidence of submission materials (note for submissions, an acceptance letter/email must be submitted prior to travel)

I will submit expense form and all receipts no later than 3 working days after completion of the conference.

Student Signature: Date:

Signature of Program Coordinator/Program Director:

Brief explanation of value of conference attendance for students' development