



## Graduate College Research Travel Award Application

Graduate students seeking to present their research at a domestic virtual or in-person professional conference during the 2025-2026 academic year are eligible for consideration for one award. The Graduate College will award funds **up to a maximum of \$800** (virtual, max. \$300 for conference fees only). The award provides funding for presenting original research at conferences. \*\*\***International travel requests will not be awarded.**\*\*\*

All required documents must be submitted *two months prior to your conference*.

Applications submitted by the 15<sup>th</sup> of each month will be reviewed at the end of the month. Applications sent in after the 15<sup>th</sup> deadline will be reviewed the next month but may not be funded.

Application approval notifications will be emailed to the student the first week of each month.

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

The following types of presentations will be considered for funding:

- Research paper
- Poster Presentation
- Fine Arts Performance
- Pedagogy Presentation
- Roundtable or Panel Discussion

### Application Process

Students who wish to apply must submit the complete packet, with all attachments to [gradcollegeforms@kennesaw.edu](mailto:gradcollegeforms@kennesaw.edu). Incomplete packets will not be considered.

1. Completed Application (including the applicant and Program Director/Program Coordinator's signatures).
2. Submit a one-page summary of research and statement on the benefits of attending conference for successful completion of their graduate degree.
3. Submit a copy of your conference presentation acceptance letter or email. If pending approval, you may submit acknowledgement of receipt of submission with initial application. Acceptance must be submitted prior to final approval of funds.

Additional travel authorization documents may be required per Kennesaw State University Policy. Please review the [Graduate Research Travel Award](#) page for further information.

### Eligibility

Graduate students who apply for the Research Travel Award must meet the following eligibility criteria during the semester when the funds 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



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Note that no more than two student authors on the project or presentation can be eligible to receive the Research Travel Award.

### Reimbursement Process

You must meet the University requirements prior to travel.

- [Supplier/Vendor Registration Form](#)
- [Student Travel Resources](#)

Upon return from travel the following requirements must be submitted to the Graduate College **within 10 days of the trip completion.**

Reimbursement requests submitted after this time may not be awarded.

**Please Note: KSU is required to withhold taxes on all payments to nonresident aliens unless it's exempt under the Internal Revenue Code.**

Submit reimbursement documents below to [gradcollegeforms@kennesaw.edu](mailto:gradcollegeforms@kennesaw.edu).

- Complete the [Travel Expense Statement Form](#). Do not forget to include your Student ID, Vendor ID, and signature on the form.
- Submit a PDF of the conference certificate of attendance and agenda/schedule.
- Submit all travel receipts (i.e., airfare, hotel, car rental/taxi, mileage, registration, meals, etc.). The state travel policy does not allow reimbursement for Airbnb's.
- A photo of the credit card (only the last four digits), copy of the bank statement (black out all transaction not pertaining to the conference), or check used for each transaction.
- **A copy of conference expenses paid by other programs and/or departments.**

**Research Travel Award recipients are required to report conference expense funds received from other sources/departments to the Graduate College before award funds are processed.** Additionally, if you are receiving travel funds from multiple departments, ONE expense statement should be completed for both departments.

Please contact [gradcollegeforms@kennesaw.edu](mailto:gradcollegeforms@kennesaw.edu) if you have any questions.



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Student Information	
KSU ID#:	KSU Email:
Last Name	First Name
Academic College and Degree Program:	Degree Level: <input checked="" type="radio"/> Master's <input checked="" type="radio"/> Specialist <input checked="" type="radio"/> Doctoral

Conference and Presentation Details	
Name of Conference:	
Title of Presentation:	
Presentation:	<input checked="" type="radio"/> Virtual <input checked="" type="radio"/> In-Person
Name of Presenter:	
Type of Presentation: (i.e., Roundtable, Panel, etc.)	
Conference City and State:	
Conference Dates:	

Projected Budget	
Airfare/Transportation:	
Hotel/Housing	
Registration Fee:	
Additional Funding Source(s): List funding unit, amount requested, or awarded and provide contract email	
Total:	

### Funding Consideration Requirements:

- ☐ I am in Good Standing (minimum institutional GPA of 3.0)
- ☐ I am currently enrolled in at least 6 credit hours or thesis/dissertation hours.
- ☐ I have attached a one-page summary of my research and included a statement of benefits.
- ☐ I have attached my acceptance conference letter/email travel.
- ☐ I will submit expense form and all receipts no later than 10 working days after completion of the conference.

Student Signature:

Date:

Signature of Program Director/Program Coordinator:

Date: