**Travel Award Competition**

The IB Graduate Program Fellowship Committee has funds that are allocated competitively to graduate students to help achieve their career goals. Please note that any award you receive is taxed.

**Grants for travel to professional meetings or workshops**

These grants are used to defray expenses of students attending either a) professional meetings to present research results, or b) workshops. Funds for meetings are normally reserved for students who will present a paper/poster. Funds for workshops are for professional development in teaching or research.

Please note that these funds are not guaranteed but are awarded on a competitive basis. There is no guarantee that all applications will be funded or that every student will be awarded the maximum of $12,000 over their career. Besides assessing the quality of the proposal, the committee will also take into account the applicant’s compliance to the various milestones in the graduate program, as outlined in the current handbook. For example, students should have taken their qualifying exams in a timely manner, presented a research talk each year after being admitted to candidacy, and submit both the annual assessment form and the results of the yearly meeting of the dissertation committee.

**Letter of Recommendation:**

**You are required to have your supervisor submit a letter in support of your application. The letter should explain where you are in your tenure (e.g., pre-candidacy, expected time for completion of the PhD, actively seeking post-docs, etc.). You are responsible for ensuring that the supervisor’s letter is submitted by the deadline.**

See application on page 2

**Request for Travel Funds**

**Directions:** Enter or cut and paste your information into this form in the appropriate boxes (the text will wrap). Save the completed application as a PDF and email to the Graduate Coordinator. *Applications that are late or lack the requested information may be returned without review.*

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| --- | --- | --- | --- | --- | --- |
| Name: |  | EID: |  | Current Semester/Year: |  |

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| --- | --- |
| Date Annual Assessment or Mentoring Plan was completed and report submitted? |  |

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| --- | --- |
| In Candidacy? | Yes No |

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| --- | --- |
| For those in candidacy:  Date of recent annual dissertation committee meeting and report submitted. |  |

After Candidacy, date and venue of most recent research seminar presented.

**For presentations at scientific meetings, please provide this information:** a) The name, dates, and location of the meeting, b) Whether you are giving an oral presentation or a poster, c) An abstract with title and all co-authors, even if no abstracts are required.

**For attendance at a professional development workshop, please provide this information:** a) The name, dates, and location of the workshop, b) A brief description (2-3 sentences) of the workshop, c) Why attendance is important for your development as a researcher or teacher (2-3 sentences).

If your advisor is coauthor of your paper/poster, please indicate the amount of travel funds he/she will contribute. Note that if funds are limited, preference is given to students whose advisor is contributing part of the costs.

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Budget. Provide a budget that provides two pieces of information. a) The **total cost of attendance**, broken down by registration, travel, accommodation, meals, and other, regardless of the source of funds (advisor, personal, requested travel award, etc.), and b) The **amount** **requested** from the travel funds. Round off the amounts to the nearest $10. For meetings/workshops within driving distance we encourage students to identify other students who may be attending the same meeting and pool your resources.

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CV: Provide the most recent version of your curriculum vitae.