

# GRADUATE STUDENT CONFERENCE TRAVEL FUND REQUEST

Please return completed form to [grad@csuohio.edu](mailto:grad@csuohio.edu)

The College of Graduate Studies makes every effort to support master and doctoral student travel to make presentations at professional conferences.

## To be eligible for Graduate Student Conference Travel Funds the student must:

- 1) Be presenting a paper or a poster;
- 2) Be enrolled in a graduate degree program;
- 3) Be in good academic standing during the semester the conference is held;
- 4) Not have received maximum funding (\$500) during the current fiscal year;
- 5) Follow all CSU travel regulations;
- 6) Provide email conference acceptance to present paper/poster.

If funds are awarded, the College will cover 1/3 of the travel cost up to a maximum of \$500. **Before submitting this application to the College of Graduate Studies, the student should secure support from both his/her Department and College, respectively, to match the funds requested from the College of Graduate Studies.** For example, if a student plans to request \$300 from the Graduate Student Conference Travel Fund, he/she **MUST** have an equal commitment of \$300 from his/her Department and College **and** provide the following information on lines 1 and 2 in the table in Section 3.

### Line 1:

- 1) Department Chair or Advisor's Contribution Award Amount (example: \$300.00)
- 2) Department Chair or Advisor's Funding Account Number (example: actual account number must be provided)
- 3) Department Chair or Advisor's Signature/Date (example: Individual must sign/date)

### Line 2:

- 1) College Dean's Contribution Award Amount (example: \$300.00)
- 2) College Dean's Funding Account Number (example: actual account number must be provided)
- 3) College Dean's Signature/Date (example: Individual must sign/date)

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## SECTION 1 – STUDENT/CONFERENCE INFORMATION

Student Name: \_\_\_\_\_ CSU ID: \_\_\_\_\_ Degree: \_\_\_\_\_

Name of Conference: \_\_\_\_\_ Date of Conference: \_\_\_\_\_

Your participation in this conference (check one):      **PAPER PRESENTATION**      **POSTER PRESENTATION**

Title of Paper/Poster Presentation: \_\_\_\_\_

Student Signature: \_\_\_\_\_ CSU Email Address: \_\_\_\_\_

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## SECTION 2 – ESTIMATED TRAVEL EXPENSES

	\$ Amount
Air Fare	
Mileage/Car Rental/Taxi	
Hotel	
Conference Fees	
Meals	
Total	

### **NOTE Students in STEM discipline:**

Before applying for these funds please check the conference website or contact conference organizers for available graduate student travel support.

## SECTION 3 – CONTRIBUTION INFORMATION

Line	Person	Award \$ Amount	Funding Account #	Signature/Date
1	Department Chair/Advisor			
2	College Dean			
3	Graduate Dean			
	Total			

After the form is processed by the Graduate Dean, the form will be returned to the student's department for further processing.