

Graduate Student Travel Funds Request

Name: _____

Name of Conference Attending: _____

Graduate students, please complete the following form for the department chair. Attach this document to the college travel form. Your answers on this document will be used to determine your travel fund allotment.

For the trip in which you are requesting travel funds, please indicate if you are a(n) (indicate the number in the first column):

- _____ symposium/panel/session chair (meaning that you organized it)
- _____ symposium co-chair
- _____ first author on a paper in a symposium/panel/session (invited by chair)
- _____ first author on a paper presentation (not invited)
- _____ first author on a poster presentation
- _____ any author on any paper or poster

Since the last time your requested funds, please indicate if you have been an author with any of the items below (Indicate the number on each line, but do not mark multiple lines for one manuscript. That means that if you had one paper that received a conditional acceptance and then it was later accepted, only mark the line for accepted.):

- _____ Manuscript accepted for publication in a peer reviewed journal or law review
- _____ Manuscript received a conditional acceptance in a peer reviewed journal or law review
- _____ Manuscript received a “revise and resubmit” in a peer reviewed journal or law review
- _____ A book chapter
- _____ Submitted a manuscript for publication in either a peer reviewed journal or law review

Since the last time you requested funds, please indicate the appropriate number next to the item (only mark one line for each proposal, which means you should not mark the line for submitted and then also mark the funded line for the same proposal):

- _____ been involved with a grant/fellowship/scholarship proposal that was funded
- _____ been involved with a grant/fellowship/scholarship proposal that received favorable reviews, but was not funded
- _____ been involved with the submission of a grant/fellowship/scholarship proposal

Since the last time you requested funds please indicate if you:

_____ served as a reviewer for a conference
_____ served as a reviewer for a text or manuscript

How many academic conferences have you attended in the past 12 months:

_____ International meetings
_____ National meetings
_____ Regional meetings
_____ Other, please specify _____

How much travel support did you receive from the department in the past twelve months?

How much travel support did you receive from CLAS in the past twelve months?

Are you receiving funds for this trip from any other source? If so, how much?

What year are you in the program?

_____ MA 1st year _____ PhD 1st year _____ ABD
_____ MA 2nd year _____ PhD 2nd year _____ Other _____

Please indicate below if there is anything else that you would like the department chair to consider in making the allotment decision:

