

College of Technology

Ph.D. STUDENT TRAVEL AWARD POLICIES

1. Awards will be issued throughout the academic year for travel between July 1 and June 30th.
2. These travel awards are for doctoral students who are presenting scholarly activity (e.g., a research paper, presentation, substantial participation in a panel discussion or poster session). Attendance only requests may be considered if funds are available at the end of the budget year.
3. The range of awards for one conference/workshop is up to \$200. All awards are subject to the availability of funds and all award decisions are final.
4. A student may receive only one travel grant in any fiscal year.
 - a. More than one student from the same presentation may receive an award, especially if the conference/workshop is interdisciplinary and the students are working together as a team. In such cases, each student may apply but the applications should be submitted together at one time.
 - b. Awards will be given for both domestic and international conferences. Applicants for international travel should also seek concurrent support from the World College at:

<http://ep.emich.edu/abroad/finaid.aspx>
 - c. Conference presentations of dissertation results may also be partially funded by the Graduate School. Please visit the Graduate School website for details:

http://www.gradschool.emich.edu/student/student_subdir/finasst_gradassist/finasst.html
5. Within 30 days after paper/presentation, students who have received an award must submit a 1-2 page overview of the conference/workshop attended. Include a brief review of the experience, the benefits gained and how this experience may contribute to your Program of Study. Send your report to the College of Technology, Dean's Office, 159 Sill Hall, Attn: Tracy Rush-Byers.

Applicant
Signature _____ Date _____

Please attach the following supporting documents:

- A copy of your paper or its abstract
- A copy of your acceptance letter
- A supporting letter from your adviser/dissertation chair

NOTE: If you receive a travel award, a 1-2 page overview of the conference/workshop is due within 30 days of your participation.

**RETURN YOUR COMPLETED APPLICATION & ATTACHMENTS TO
159 SILL HALL
ATTENTION: Tracy Rush-Byers**

Approved (Y/N) _____ Amount Approved \$ _____

If not approved (explain):

Authorized
Signature: _____ Date _____