

Department of Political Science
Conference Travel Scholarship Application

The Department of Political Science is pleased to provide conference travel assistance for graduate students in program years 3-7 to present an original sole-authored paper at one conference per year.

Approved conferences include major professional organizations like APSA, MPSA, ISA, WPSA, SPSA, IPSA or substantial regionally-focused conferences like the Latin American Studies Association, Association for Asian Studies, etc.. We cannot support locally-focused conferences like PNWPSA.

Conference Travel Scholarships are for direct expenses related to conference travel and are allocated annually, July 1 through June 30.

Applicants must meet the following criteria:

- 1) Applicant must be a current graduate student in the Department of Political Science, in year 3-7, and must be in good standing.
- 2) Applicant must be enrolled for a minimum of **three graduate credits** during the term in which conference travel occurs, **including** summer
- 3) Paper must be of a different title and topic from previously funded conference papers.
- 3) Recipient must hold a public oral presentation of the conference paper **prior** to departure for the conference.
- 4) Recipient must submit a conference brochure **within one week of return** from the conference.

Submit application to the Graduate Coordinator at least one month prior to departure

Scholarships are not guaranteed if application is late

Name: _____ **Student ID#:** _____

Are you in good academic standing? Yes No; Please explain:

Year in program?

In what term will the conference take place?

Number of credits you are/will be enrolled for during conference term?

Conference Name (do not abbreviate):

Organization (if different from conference name):

Location of Conference (City, State):

Departure Date: _____ Return Date: _____

Title of Conference Paper:

Have you presented a paper with this title/topic at a previous conference? Yes; When _____ No

Scholarship amounts will be based on anticipated expenditures submitted in the application, with a maximum award of \$500. Each student has a responsibility and duty to keep travel costs at a minimum.

Anticipated Expenditures

Conference Registration Fee

Transportation

Lodging

Other

Other

Total

Have you applied for or do you expect to receive any additional support for this travel, including grants?

Yes Source and amount:

No

Have you already received a travel scholarship during this fiscal year (July 1 - June 30)?

Yes Conference name and scholarship amount:

No

I understand that if I receive a conference travel scholarship I am obligated to hold a public oral presentation of my conference paper **prior** to my departure. Initial

You will or should have received an email from the Department Head indicating that conference presentations need to be scheduled. You must respond to that email to setup your presentation time. If you have not received a presentation setup email at least three weeks prior to your departure, contact the Graduate Coordinator, who will assist you in setting up your presentation.

I certify that I am the sole-author of this conference paper Initial

I agree to submit the conference brochure to the Graduate Coordinator within one week of my return Initial

I agree to return the travel scholarship funds to the department if I do not present at the conference listed above Initial

By signing below I acknowledge that I have read, understand, and agree to comply with scholarship criteria and procedures.

Student Signature: _____ Date: _____

Scholarships may effect financial aid and are taxable; disbursement may be effected by past due tuition and fees.

Office Use

Department Head Approval: _____ Date: _____

Approved Amount: _____

Student emailed (initial/date): _____

Resource Aid Requisition sent to Accounts Receivable (initial/date): _____

Date of Presentation: _____ Time: _____

Location: _____ AV Needs: _____

Presentation Completed: _____

Conference Brochure Submitted(initial/date) _____

Notes: