Department of Political Science

Graduate Student Conference Travel Form

**Criteria for application for departmental funds**

1. Students must be full-time PhD or MA students in the Political Science graduate program on funding *or* ABD PhD students within their 5th year who are making good progress toward completion of their dissertation. A determination of whether the student is making “good progress” on their dissertation will be made by Graduate Coordinator.
2. You may only apply once each fiscal year.
3. You must apply for [Graduate Student Senate (GSS) award money for travel](https://www.kent.edu/graduatecollege/awards) before applying for departmental funds. Failure to do so will result in the denial of your application. Students are also encouraged to apply for other funding sources.
4. You must apply before attending the conference and no later than April 1st of the fiscal year in question for conferences after April 1.
5. The funding requests must be for conferences or symposiums related to Political Science, Peace and Conflict Studies, Public Policy, Public Administration, or social science or humanities related to the student’s research. A determination of whether the conference is sufficiently related to the student's research will be determined by the Graduate Coordinator.
6. To receive funding, students should present their paper/topic in class or to the department prior to attending the conference.

**Amount of funding**

Students are eligible to receive up to $500 for approved travel each fiscal year. If the Department has more applicants than funds, preference will be given to students who have not yet received funding to attend an event in their time in the Program, or who have received less funding. Secondary preference will be given to students based on the event’s anticipated ability to enhance the student’s academic career. Students who are ABD and within their 4th year are also prioritized. No student is guaranteed any amount of travel funding.

**How to apply**

1. Apply for [Graduate Student Senate (GSS) award money for travel](https://www.kent.edu/graduatecollege/awards). Save the emailed acknowledgement of application for funds provided by GSS.
2. Complete the Graduate Student Request for Travel Funds (attached). Handwritten forms will not be accepted.
3. Proof that the student has been accepted to present at the conference.
4. Send your acknowledgement of application for funds from the GSS and completed Graduate Student Request for Travel Funds **at least two weeks prior to travel** to the Graduate Coordinator.

Department of Political Science / Graduate Conference Student Request for Travel Funds

*For travel between the start of Fall and end of Spring of the current fiscal year*

**Student Information**

Name:

Banner ID #:

Date of Graduate Student Senate (GSS) award application:
Date of this application:

**Event Information**

Name of conference, training, etc.:

Location:

Dates of travel:

How will this event enhance your academic knowledge or professional development? (100-150 words; type in the box below)

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| **Estimate of expenses** |
| **Type of expense** | **Estimated amount** | **Comments** |
| *Conference registration fee(s)* |  |  |
| *Lodging* |  |  |
| *Airfare* |  |  |
| *Ground travel expenses (gas, rideshares, metro tickets, etc.)* |  |  |
| *Other presentation expenses* |  |  |
| *Total meals* |  |  |
| *Total expense estimate* |  |  |

**Approval**

Advisor: Date:

Graduate Coordinator: Date: