

FLORIDA **A&M** UNIVERSITY

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

School of Graduate Studies and Research
 SPRING APPLICATION FOR TRAVEL FUNDING REQUEST FOR GRADUATE STUDENTS

DEADLINE: November 30
 Spring Semester Travel Funding Request
 Travel from January 4 through April 22

Applicant Name:		Student ID#:	
Submission Date:	FAMU Email:		
School/College:			
Department:	Check one: Master's ___ Doctoral ___		
Conference/Meeting Title:			
Location:	Conference Date(s):		
Arrival Date:	Return Date:		
Arrival Time:	Return Time:		
Title of Research to be Presented:			
	List of Authors:		
Briefly describe how this conference relates to your research and future career goals.			
Estimated Expenses Requested to be paid by School of Graduate Studies and Research Travel Grant (cannot exceed \$500)			
Airfare:	\$	Lodging (per night):	\$ Number of Nights _____
Rental Car:	\$	Registration Fee: (must be 30 or more days in advance):	\$
List all sources of funding and the amount to be utilized for this trip (failure to provide this information will disqualify your application):			

Applicant Name:		Student ID#:	
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The above student is making satisfactory progress toward his/her degree and in good standing.

Print Major Professor _____
Signature Major Professor _____
Date _____
Email: _____ **Contact #** _____

Print Department Chair/Graduate Program Coordinator _____
Signature of Department Chair/Graduate Program Coordinator _____
Date _____
Email: _____ **Contact #** _____

Print School/College Dean **Signature of School/College Dean** **Date**

I understand that: (1) Travel grants are awarded to assist graduate students at Florida A&M University with attending professional conferences and networking opportunities for future success, while offering a supplement to defray the cost of hotel, registration, and meals not provided with registration, car rental, and/or airfare; (2) These are competitive awards and preference will be given to students invited to present at professional conferences and meetings; (3) I can apply for travel assistance only once while enrolled in a graduate degree program; (4) The travel grant cannot exceed \$500; (5) I am responsible for making my own travel arrangements; (6) With the exception of airfare and/or advance registration, all expenses will be paid upon returning from the conference; (7) I must submit original receipts 5 (five) days after my travel is complete; (8) I cannot be reimbursed for expenses paid by another funding source; (9) I must combine all requested documents listed below into a single document and email them to gradstudies@famu.edu from my FAMU email address to fulfill the application requirements; (10) I will be notified via email whether my application has been approved or denied; **(11) I am expected to present my research on campus at a research event sponsored by Graduate Studies during the academic year in which I received the grant;** and, (12) Incomplete applications will not be accepted.

I have also included the following documents with my application:

- Completed and signed SPRING APPLICATION FOR TRAVEL FUNDING REQUEST FOR GRADUATE STUDENTS;
- Accepted abstract;
- Proof of abstract acceptance; and,
- Copy of the program/conference schedule.

Student Signature **Contact Number** **Date**

This application must not exceed two pages.