
School of Information Studies Syracuse University

Doctoral Travel Grant Proposal

Instructions (do not submit this page)

Each matriculated full-time PhD student in the iSchool at SU is allocated with travel support each year for a designated amount if the student is the primary presenter of a research paper or poster at a conference. The Dean decides the amount to be used for travel support. For the 2016-17 academic year, the amount is \$800. The student is reimbursed 100% (with receipts) up to the amount of the support. No cash advances can be issued. The travel support is available from July 1 to June 30 and expires if not used during this period. That is, there is no carryover of unused amount to the next year.

Eligibility Requirements

To qualify, doctoral students must be matriculated, registered as a full-time student (i.e., registered for 9 credits as a graduate student, hold a graduate appointment, or otherwise certified as full-time), have completed at least one semester of graduate study at Syracuse University, be in good academic standing, and be within the first 6 years of their program. Travel support is only available for presentation of reviewed or invited work at a quality conference. Travel support will not be granted retroactively.

Application Process

To be considered for a School of Information Studies Travel Grant, students must submit:

- 1) A travel grant application, signed by the student and a full-time faculty member (typically their advisor) supporting the travel. Students who are in their **seventh year or greater** in the PhD program must have travel approved by the PhD Program Director.
- 2) Evidence of formal inclusion in the conference program (e.g., letter of acceptance of paper or poster or listing in conference program) and supporting explanation of the importance of this work and travel to their professional and scholarly goals. Students are expected to make all of their travel arrangements.

The student and recommender will be notified by email of the proposal's approval or denial. If the proposal is approved, the student will be reimbursed for expenses based on travel receipts. A check for reimbursement may be picked up at the IST budget office approximately 2 weeks after receipts have been submitted.

As a condition of receiving the grant, students are expected to post a trip report for the conference to the ISTPHD listserv. Students should submit receipts for travel only after this report is posted.

Guidelines for Expenses

Expenses may include airfare (coach class advance purchase), other travel (e.g., airport shuttle), conference registration (student advanced registration), hotel (room should be shared) and meals. Faculty are encouraged to provide support for PhD student travel from research funds.

**The iSchool will match, dollar-for-dollar, up to \$500 more travel support IF the student's advisor or other faculty member/research faculty member contributes from their research grants, overhead return, or even personal funds to support the student's travel. This means that students who are supported this way can get \$800 from the iSchool + \$500 from faculty member + \$500 more for a total of \$1800.

Travel Grant Proposal

Return completed proposal (this page only) with all signatures to Jennifer Pulver, 343 Hinds Hall

PART I: Graduate Student must complete this section

Name: _____ SU ID#: _____

Requesting travel support to participate in the following conference to present a paper or poster:

Name and Location of Conference*		Dates of Conference
Estimated Expense of airfare \$ _____	travel \$ _____	lodging \$ _____
Conference registration \$ _____	meals \$ _____	Trip Total \$ _____
There is a \$800 annual limit on travel reimbursement. Please indicate the total received for July 1 – June 30.		TOTAL \$ _____
Applicant's Signature: _____		Date: _____

***Attach evidence of participation in the conference program.**

PART II: IST advisor must complete this section.

Full-time faculty member: _____

Please indicate why this travel grant should be funded, considering the quality and visibility of the conference and the benefits of attendance for both the student and the School.

Please indicate the amount of financial support for travel to this conference that will be provided from any grant/project account you have:

\$ _____ from _____ Name of project/grant account _____

Signature: _____ Date: _____

PART III: Approval (administrative use only, do not write below this line)

***Required for 7th year and above students**

PhD Director signature: _____ Date: _____

Amount of travel support approved this year \$ _____