Department of Political Science
Conference Travel Scholarship Application

The Department of Political Science is pleased to offer conference travel scholarships for graduate students to present an original sole-authored paper. Students in years 1-7 are eligible to apply for scholarship to present at APSA. Students in years 3-7 are eligible to apply to present at conferences of other major professional organizations like 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.

Graduate students are eligible to apply for one conference travel scholarship per year. Scholarships are intended to cover direct expenses related to conference travel and are allocated annually, July 1 through June 30. The number of scholarships awarded each year is based on available funding.

Applicants must meet the following criteria:
1) Applicant must be a current graduate student in the Department of Political Science and must be in good standing at the time of the application and award.

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 <u>one month prior</u> to departure
Scholarships are not guaranteed if application is late or if funding is not available.

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: