

2009-10 DOCTORAL STUDENT TRAVEL GRANT

<http://senate.ucsb.edu/grants>

Funding for the Doctoral Student Travel Grant is split into two pools:

Conference travel between **July 1, 2009** and **December 31, 2009**

Conference travel between **January 1, 2010** and **June 30, 2010**

Applications will be accepted for each pool until the funds are expended.

Funding is granted on a first-come, first-served basis.

Applications must be received at least **21 calendar days** before travel.

Eligibility (No Exceptions):

- Applicant must be a doctoral student and advanced to candidacy, or if an MFA student, must be in his/her second year and be in candidacy prior to travel. (Faculty recommendation letter must confirm the MFA candidacy status information.)
- The conference must be an important one to the discipline; preference will be given to travel associated with potential academic employment. (Faculty letters should include information about the professional importance of the conference.)
- Applicant must be invited or selected to present a paper, present research, perform or exhibit at a major professional conference or meeting. (Proof of invitation or selection of the applicant for presentation/performance must be provided with the application materials.)
- Applicant must be a currently registered graduate student or on an approved leave of absence.
- Application with all supporting material must be received in the Academic Senate Office **at least 21 calendar days prior to travel.**
- A graduate student may receive only one Graduate Student Travel Grant during the course of his/her graduate studies at UCSB.
- Students in joint doctoral programs may be eligible for consideration of up to 50% of the grant funding amount available to UCSB graduate students.

Terms of the Award:

Allowable expenses are the actual cost of the airline ticket or equivalent ground transportation to and from the conference or meeting. Original receipts will be required. **Any travel other than a direct route from Santa Barbara to the conference location must be approved by the Academic Senate prior to departure.** Travel Grant funds may NOT be used to pay for lodging, per diem, local travel or other expenses. **Travel vouchers and original receipts for approved travel must be submitted to the Academic Senate within 10 days of completion of the trip.** Travel award funds will not be held in reserve for late vouchers.

Maximum funding is as follows:

- \$350 California
- \$685 All other U.S. Locations, Mexico, Canada
- \$1,030 Puerto Rico, Europe
- \$1,200 Central or South America
- \$1,400 Asia, Africa, Middle East, South Pacific

Application must include the following:

1. A completed Graduate Student Travel Grant Application (see attached);
2. An abstract of the paper/project to be presented;
3. A copy of the formal invitation for the presentation or performance;
4. A letter of support from the graduate student's advisor.

Please contact Shasta Delp at shasta.delp@senate.ucsb.edu if you have further questions about the travel grant program.

Please submit your application with all supporting materials to:

**Academic Senate, Attn: Shasta Delp
1233 Girvetz Hall
University of California
Santa Barbara, CA 93106-3050**

2009-10 DOCTORAL STUDENT TRAVEL GRANT APPLICATION

Allocation of funds governed by the Graduate Council and University Regulations

NAME _____ DEPARTMENT _____ PERM _____

E-MAIL _____ REGISTERED ON LEAVE

AMOUNT REQUESTED* \$ _____ LOCAL PHONE _____ CAMPUS PHONE 893- _____

* Amount paid will be based on actual air or alternative ground travel expenses within the following maximum funding limitations established by the Academic Senate: \$350 California; \$685 All other U.S. Locations, Mexico, Canada; \$1,030 Puerto Rico, Europe; \$1,200 Central or South America; \$1,400 Asia, Africa, Middle East, South Pacific.

PLEASE PROVIDE THE FOLLOWING INFORMATION IN SUPPORT OF THIS APPLICATION:

- 1) NAME OF CONFERENCE OR ORGANIZATION _____
- 2) DATE OF CONFERENCE / PERFORMANCE _____
- 3) SITE OF CONFERENCE / PERFORMANCE _____
- 4) HAS THE PAPER BEEN ACCEPTED ON THE PROGRAM, OR PERFORMANCE / EXHIBIT ARRANGED? YES NO
- 5) WILL YOU BE PRESENTING THE PAPER AT THE CONFERENCE, PERFORMING, OR EXHIBITING AT THE EVENT? YES NO
- 6) HAVE YOU ADVANCED TO DOCTORAL CANDIDACY? YES NO
IF YES, WHEN? _____
- 7) HAVE YOU RECEIVED THIS GRAD COUNCIL TRAVEL GRANT BEFORE? YES NO
IF YES, WHEN? _____

NOTE: ALL APPLICATIONS MUST INCLUDE THE FOLLOWING. PLEASE CHECK EACH INCLUDED ITEM:

- a) A copy of an abstract of the paper;
- b) A letter of support or endorsement from the applicant's advisor including an indication of the importance of the conference or event forum (and in the case of an MFA student, an indication of advancement to MFA candidacy);
- c) A copy of the formal invitation to participate in the conference (or evidence of participation). An email invitation will suffice for application but a formal invitation or notation in the final conference schedule will be required to be submitted with receipts for payment.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF DEPARTMENT CHAIR

DATE

SIGNATURE OF GRADUATE ADVISOR

DATE

**APPLICATIONS MUST BE SUBMITTED TO THE ACADEMIC SENATE OFFICE, 1233 Girvetz Hall
AT LEAST 21 CALENDAR DAYS PRIOR TO TRAVEL.**

Approved: YES NO