



## 2025-26 DOCTORAL STUDENT TRAVEL GRANT

Allocation of funds are governed by the Graduate Council and University Regulations  
<http://senate.ucsb.edu/grants>

### **Eligibility (No Exception)**

- Applicant must be a doctoral student and have advanced to candidacy, or if a Master of Fine Arts (M.F.A.) student, must be in their second year and be in candidacy prior to travel. (Faculty recommendation letter must confirm the M.F.A. candidacy status information).
- The conference must be an important one to the discipline; preference will be given to travel associated with potential 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 or 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 by the Academic Senate at least 21 days prior to travel.
- A graduate student may receive two in-person Graduate Student Travel Grants, one of which may be used for international travel, during the course of their graduate studies at UCSB.
- A student who receives a grant for a virtual conference will still be eligible to receive two grants for in-person conferences. Virtual travel grants can cover conference registration fees only.
- Students in a joint doctoral program (Geography joint program with SDSU or History joint program with CSUS) may be eligible for consideration of up to 50% of the grant funding amount available to UCSB graduate students.

### **Terms of the Award**

- Any travel other than a direct route from Santa Barbara or Los Angeles to the conference location must be approved by the Academic Senate prior to departure.
- Expense Reports for approved travel must be submitted in Concur within 10 days of completion of trip. Travel award funds will not be held in reserve for late Expense Reports
- Travel expenses are defined as expenses that are ordinary and necessary to accomplish the business purpose of a trip. Expenses eligible for reimbursement include transportation, lodging, subsistence, and miscellaneous travel expenses as defined by [UC Policy G-28 Travel Regulations](#).

### **Maximum funding is as follows:**

- \$250 Virtual
- \$900 Domestic
- \$1,500 International

### **Application must include the following:**

1. A completed 2025-26 Doctoral 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 Chris Gifford at [chris.gifford@senate.ucsb.edu](mailto:chris.gifford@senate.ucsb.edu) if you have further questions about the travel grant program.

**Please submit your application with all supporting materials to:**  
[chris.gifford@senate.ucsb.edu](mailto:chris.gifford@senate.ucsb.edu) or [doctoral.grants@senate.ucsb.edu](mailto:doctoral.grants@senate.ucsb.edu)

**OR**

Academic Senate, Attn: Chris Gifford  
1233 Girvetz Hall  
University of California  
Santa Barbara, CA 93106-3050

## 2025-26 DOCTORAL STUDENT TRAVEL GRANT APPLICATION

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ PERM \_\_\_\_\_

E-MAIL \_\_\_\_\_ ☐ REGISTERED ☐ ON LEAVE

**POOL ONE:** For conference travel between July 1, 2025 and December 31, 2025

**POOL TWO:** For conference travel between January 1, 2026 and June 30, 2026

Amount paid will be based on actual travel expenses within the following maximum limitations established by the Academic Senate (please check box for the location of your conference):

- ☐ VIRTUAL - **\$250.00**
- ☐ Domestic - **\$900.00**
- ☐ International - **\$1,500.00**

**Please provide the following information in support of this application:**

1. NAME OF CONFERENCE \_\_\_\_\_
2. DATE OF CONFERENCE \_\_\_\_\_
3. CONFERENCE LOCATION \_\_\_\_\_
4. HAS THE PAPER BEEN ACCEPTED ON THE PROGRAM, OR PERFORMANCE/EXHIBITING AT THE EVENT? ☐ 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? IF YES, WHEN? \_\_\_\_\_ ☐ YES ☐ NO
7. HAVE YOU RECEIVED A DOCTORAL STUDENT TRAVEL GRANT BEFORE? ☐ YES ☐ NO  
IF YES, WHEN? \_\_\_\_\_

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

- ☐ A copy of an abstract of the paper;
- ☐ 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.)
- ☐ 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 ADVISOR

\_\_\_\_\_  
DATE