

**PURPOSE:** To encourage research among graduate students and to recognize their scholarly achievement, the Graduate School offers special travel scholarships to students who present the results of their research at professional meetings and conferences.

**Amount:** Award amounts range from \$100 to \$400, depending upon the distance to the conference, and the conference type (virtual or in-person). An additional \$100 will be available to support recruitment activities at the conference. **Funding is limited, awards are not guaranteed.**

**Please read all information below, which includes instructions and expectations for both the student and department.**

**Eligibility:**

- Be in good academic standing in a graduate degree program at time of conference.
- Have an approved Plan of Study on file (unless fewer than 12 graduate hours have been accumulated).
- Submit proof that the presentation was accepted at a conference, with proof of registration cost.
- Students may receive only one award of this type within one academic year (fall through summer).

**Expectations of Student:**

- Student must apply for award PRIOR to the conference.
- Student will attend conference as planned and provide proof of attendance to the Graduate School upon return.
- Student can be awarded an additional \$100 if they agree (in advance, on this form) to spend at least one hour of the conference in a recruiting role and provide proof upon return (see “If Travel Award is Granted” section for more details).

**Expectation of Faculty:**

- There is a question on the form asking whether you will be providing support for the remaining travel expenses for the student. If you are not able to provide that support, please include a financial plan for how the student will pay for the remaining costs for attending the conference.
- Faculty can apply for funding through the [Shared Funding Request Form](#) for recruitment activities that can be found on the Faculty Resources/Faculty Forms section of the Graduate School website. If the conference the student will attend has been awarded Shared Funding for recruitment activities, the faculty or staff member attending the conference will oversee and help facilitate the recruitment process for which students presenting at the conference can receive (upon return) an extra \$100 in exchange for spending an hour of the conference supporting recruitment efforts (see below for more details).
- Proof of completion of this activity will need to be provided to the Graduate School upon return – in addition to the requirements from the Shared Funding agreement, proof of the student’s participation in the recruitment activities must be provided as well through the submission of the Recruitment Documentation Form, available through the Travel Awards section of our website.

**If Travel Award is Granted:**

- The Travel Award will be deposited to the student’s bank account if they have set up direct deposit with the University. If not, a check will be issued. If the student has an outstanding balance with the university, the travel award will apply toward the outstanding balance.
- Students must provide receipts (hotel, transportation, registration, etc.) to the Graduate School within two weeks of return from the conference. Students who do not provide receipts will be required to repay the Graduate School for the full amount of the award.
- If the student has declared on this application that they are willing to recruit at the conference, AND are able to provide evidence of this effort through the Recruitment Documentation form, found on the Travel Awards section of the Graduate School website, an additional \$100 will be awarded to the student after return from the conference, upon proof of participation in the recruitment activity.
- The extra \$100 is compensation for the student’s time supporting their program’s recruiting efforts. If the student’s department/college/university is hosting a recruiting table at the conference, the student will be expected to spend at least one hour helping to staff the table according to the needs of the faculty/staff host. If there is no formal recruiting fair, the student will need to spend at least one hour attending an undergraduate poster session and engaging those prospective students.
- Upon return, students will need to provide proof of completion of the recruitment activity through the submission of the [Recruitment Documentation form](#), which must be signed by the faculty/staff member organizing the recruitment activity. If no formal recruitment activity was completed at the event, the student must provide the names of the undergraduate students they spoke with at the poster session – as well as what school the student was attending.

# Graduate School – Wichita State University

## Special Research Award – Student Travel

### Application:

You must include **(1) proof of acceptance**, such as a copy of the conference program or a letter of acceptance showing the applicant's name and presentation title and **(2) abstract** and **(3) proof of registration fee cost**. Please indicate which participants are students (as opposed to faculty) with the abstract, either by handwritten note on the abstract or within the email.

Name: \_\_\_\_\_ myWSU ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Conference Location\*: \_\_\_\_\_

Conference fee URL: \_\_\_\_\_

Dates of Conference: \_\_\_\_\_

\*International travel is allowed provided the traveler follows guidelines outlined at [wichita.edu/travelguidance](http://wichita.edu/travelguidance)

I am: ☐ Single Presenter ☐ Co-Presenter

Only student presenters/authors should be counted, e.g., a paper presented by one student and his/her faculty advisor is eligible. If there are special circumstances, please have your advisor detail this information.

Meeting or Conference Type: ☐ In-Person ☐ Virtual – Registration cost: \_\_\_\_\_

I will participate in Recruitment Activities at the conference and provide proof upon return: ☐ YES ☐ NO

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ADVISOR/CHAIR:

I will provide support for the remaining travel expenses for the above student. \_\_\_\_Yes \_\_\_\_No (if No, please provide a financial plan for how student will pay for the remaining costs for attending the conference).

Advisor/Chair name (Printed): \_\_\_\_\_

☐ Approved ☐ Disapproved Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School Action: ☐ Approved ☐ Disapproved Amount awarded: \_\_\_\_\_

Graduate School Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Graduate School Office Use Only:

Major Code	Academic Standing	Hours Completed	Plan of Study	Previous Award	Financial plan?	Recruitment	Proof