Request for Proposals, FY 2017-2018
Graduate Student Travel Grants

To help facilitate travel to professional meetings and conferences, at which graduate students present the results of their academic and creative endeavors, the Graduate School invites degree-seeking graduate students to submit travel grant proposals for FY 2017-2018.

Graduate students invited to present results of their original research or creative activity in the form of a paper, performance/exhibition, or poster session at a professional meeting may submit a proposal through their academic department to the Office of the Dean of the Graduate School. Applicants, whether single authors or co-authors, must secure from their academic department or college a minimum of $200 in support. Travel grants matching up to 100% of the support received from either the department or the college may be awarded, up to a maximum of $500, to cover the cost of registration, lodging, and transportation.

Graduate School travel grants are considered supplemental funding. If student travel expenses are less than anticipated, expenditures are not to be divided equally between the units.

Eligibility Criteria

Applicants must have completed at least one academic year of study at NIU. They must be in good academic standing and have a 3.5 GPA. At the time of application, the student must have no unresolved grade of “Incomplete.”

Applicants must be presenting results of their own original research, scholarly, or artistic endeavors conducted while enrolled at NIU.

Applicants must be the primary author of the presentation.

Preference will be given to doctoral students or students pursuing the terminal degree in their discipline. Late-stage dissertation and thesis writers (or authors of thesis analogues) presenting results of their project will be advantaged in the review process. Normally, a request from a master’s student will be considered only if the department does not offer a doctoral degree in the student’s field of study.

The meeting or conference must be of national or international significance.

At the time of application, the applicant must be registered for classes. If traveling between semesters, the applicant must be registered for the current semester and the semester or term following travel.

Only one travel request per student may be funded in a fiscal year.

Applicants must not be employed at NIU as an instructor, adjunct, or regular member of the faculty.
Instructions

1. Complete the coversheet and application.

2. Attach the proposal, which **must** include the following components.

   a. Title of the presentation and applicant's name
   b. Synopsis of the presentation (500 words maximum). In the synopsis, explain the significance of the scholarly or artistic endeavor and its relationship to the applicant’s dissertation, thesis or thesis analogue.
   c. Justification: The justification should explain not only how the opportunity to present will enhance the applicant’s academic or professional experience but also why the particular forum is the most appropriate option.
   d. Confirmation of acceptance or participation.
   e. If travelling internationally, submit the international travel request form reflecting department and college approval.

3. Attach supporting materials, such as names, positions, and institutional affiliations of other panelists, moderators, commentators, or jury members (if known).

4. Secure support from one’s department chair or school director and, as needed, one’s college dean.

Due Dates

For travel between July 1 and August 31 (Deadline: June 19 at 4:30 PM)
For travel between September 1 and October 31 (Deadline: August 14 at 4:30 PM)
For travel between November 1 and January 31 (Deadline: October 16 at 4:30 PM)
For travel between February 1 and March 31 (Deadline: January 16 at 4:30 PM)
For travel between April 1 and June 30 (Deadline: March 19 at 4:30 PM)

If traveling over two periods, the request must be submitted based on the **start date** of the travel.

Submit complete applications to Dean, Graduate School, 223 Adams Hall.

Reimbursement

Upon return, applicants awarded a travel grant must file a check request. A check request must be accompanied by a signed “Student Non-Employee Travel Event Request,” which is available on the Accounting Office’s website. Original receipts must be attached to the request. Successful applicants must also file a brief assessment of the results of the presentation. Requests for reimbursement will not be approved until a final report is received.

Submit reimbursement requests and final reports to Dean, Graduate School, 223 Adams Hall.