

## Graduate Travel Award Application: Eligibility and Policies

The English Department has allocated funds for M.A., M.F.A., and M.A.T.C. graduate student travel to academic conferences. These funds are intended to help students gain professional experience through participation in regional or national professional organizations, as well as attend appropriate student conferences relevant to the student's area of study.

To be considered for certain categories of the Graduate Travel Award, students must:

- Be presenting a paper, conducting a workshop, or be a panel member at a conference.\*
- Have received an official acceptance letter from the conference organizer(s).\*
- Have a graduate GPA of 3.0 or higher.
- Be accepted, or enrolled, in the M.A. program.
- Be graduating after the conference is held.
- Complete the Graduate Travel Award Application (both pages).
- Give or e-mail the Director of the M.A. in English the completed application, a copy of the acceptance letter, and a single spaced, 200-500 word abstract of the accepted paper, workshop, or panel.

There are four types of Graduate Travel Awards:

- \* Up to \$200, per student, can be awarded to attend a conference without presenting a paper.
- Up to \$300, per student, can be awarded for any conference in the region: Idaho, Oregon, Washington, Montana, Wyoming, and Utah.
- Up to \$300, per student, can be awarded for any graduate conference outside the region.
- Up to \$500, per student, can be awarded for any national or international conference outside the region.

Important points to keep in mind:

- Preference may be given to students with 18, or more, graduate credits.
- Graduate Travel Awards are disbursed as reimbursement *after* the student has attended the conference.

The deadline for application is:

- Four (4) weeks before the conference date/date of departure.

The Director recommends applying as far in advance as possible. Funds may be exhausted by late in the academic year.

Any questions, requests, or special circumstances should be sent to the Director, Dr. Matthew Hansen, email: [MatthewHansen@boisestate.edu](mailto:MatthewHansen@boisestate.edu), phone: 426-1215, office: LA-205. See Lynn Lockhart in the English office after your travel award is approved and BEFORE TRAVEL BEGINS to initiate paperwork for reimbursement.

By initialing this form, you acknowledge that you have read and understand the eligibility and policies for the Graduate Travel Award.

**Student Initials:** \_\_\_\_\_

# Graduate Travel Award Application

## Student Information

Name:

Address:

Email Address:

Telephone Number:

Student ID:

## Degree Information

Degree Program: (circle one)

M.A.

M.F.A.

M.A.T.C.

Graduate GPA:

Graduate Credits Completed:

Expected Graduation Date:

## Conference Information

Title of Paper/Workshop/Panel:

Conference Title:

Sponsoring/Organizing Organization:

Conference Date:

Conference Location: (City and State)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For official use. Do not mark below this line.

### Application Checklist:

- Completed application (both pages)
- Copy of acceptance letter
- Single spaced, 250-500 word abstract

### Approve/Deny

Reason:

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Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_