


TO: All Full-Time Graduate Students

FROM: Steven R. Burkett, Associate Dean 

DATE: July 10, 2008

SUBJECT: Graduate Student Travel Grants

As in the past, the Graduate School and the Graduate and Professional Student Association are making funds available for graduate student travel grants. The grants are intended to help students in scholarly activity, research, and in the presentation of papers at significant meetings during the period **September 22, 2008 to January 30, 2009**. The grants can be used only to defray transportation costs, not lodging and food.

The maximum amount of a request cannot exceed the cost of a round trip coach airline ticket to the proposed destination, and awards are typically on the order of 50% to 90% of that amount. **Applications are looked upon most favorably when the student has taken time to research available economy fares, including excursion or saver rates.**

Travel within 500 miles of Pullman is commonly funded at ground transportation rates only. Students are encouraged to travel together by car or van to save on individual costs. Separate forms for Block Grants Applications are available from the Graduate School website at <http://www.gradschool.wsu.edu/current-students/funding/fellowshipsandgrants/grants/travelgrants.html>. Every year since inception of the program, students have applied for far more funds than are available.

Typically, the subcommittee of the Graduate Studies Committee responsible for evaluating proposals recommends priority for the top 1/3 to 1/2 of all applicants. The priority list that the subcommittee will use in making its final selections is included in the application packets. In addition applications from students who have received funding from this program, for the same degree, will not be considered.

All **full-time** regularly admitted graduate students (currently enrolled for ten hours or more) who have at least a **3.0** cumulative grade point average are eligible to apply. **Eleven** (11) copies of the completed application (including the original), and **One** (1) of the Cover Sheet (the original only — no copies) are required. Current application packets for Individual and Block Grants are available from the Graduate School website at <http://www.gradschool.wsu.edu/current-students/funding/fellowshipandgrants/grants/travegrants.html>.

Applicants should allow sufficient time for a carefully considered statement in the advisor's section and for hand delivery to the Graduate School. Because of this, applications will not be accepted electronically. However, with the exception of the advisor's comment and signature, the application can be filled-in on the website before printing. **Completed Pullman applications must be hand-delivered to French 324, and Urban applications faxed to 335-1949 by 5 p.m. on September 5, 2008.** Awards will be announced by September 17, 2008.

P.S. Use only application forms designated as: (Rev:07/08)

SRB:jm 07/08

GRADUATE STUDENT TRAVEL GRANT-IN-AID BLOCK GRANT COVER SHEET

(Leave Above Blank)

THE GRADUATE SCHOOL – WASHINGTON STATE UNIVERSITY

Department: _____

List participants for the Graduate Student Travel Block Grant on Page 2 of this cover sheet.

Effective Spring Semester 1989 and thereafter, all travel grant reviews will be anonymous. Do not include the names of the applicants or their advisors on the application form or abstract (optional). This information should be included on this cover sheet only.

When submitting your Travel Grant proposal to the Graduate School, provide this original cover sheet (**do NOT copy the Cover Sheets**) with a total of 11 copies of the application form and all supporting documentation, including the original of the application. Applications will NOT be accepted electronically.

FINAL CHECKLIST

- If you are pursuing a DVM, PharmD, or MBA, please contact the GPSA office at 335-9545 or www.wsu.edu/~gpsa for the correct application.
- Have each participant complete their portion of the cover sheet, making additional copies of page 2 as necessary to include all participants.
- Complete the front and back of the application (Please type all answers).
- Have advisor comment under question 5.
- Names of applicant removed from application and abstracts (please use white out).
- Names of advisors removed from application and abstracts (please use white out).
- Do **NOT** include copies of acceptance letters, or travel fare quotes.
- Ten copies made of original application and supporting documents. (**Do NOT Copy Cover Sheet**).
- Collate ten copies of application and supporting documents, paper-clipped not stapled.
- Turn in total of eleven packets (ten copies from above, and one original -- applications will not be accepted electronically), with **ONE** cover sheet (no copies of cover sheet) to the Graduate School, French 324, by no later than:

5 pm on Friday, September 5, 2008

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GRADUATE STUDENT TRAVEL GRANT-IN-AID BLOCK GRANT COVER SHEET

WASHINGTON STATE UNIVERSITY – THE GRADUATE SCHOOL

List of participants for the Graduate Student Travel Block Grant:

#: _____

Name: _____ I.D.# _____

(Please Type or Print)

Home Phone: _____ Work Phone: _____

	<u>Previous Degree(s)</u>	<u>Year(s)</u>	<u>Name of Institution</u>
1.	_____	_____	_____
2.	_____	_____	_____

Date entered WSU: _____ Degree sought: _____

Date of preliminary exam: _____ Tentative degree completion date: _____

Have you received support from this program previously? Yes No

If yes, for same degree? Yes No

If presenting a paper, list author(s) and title (you may attach an abstract written in terminology that can be understood by a non-specialist to the application): _____

#: _____

Name: _____ I.D.# _____

(Please Type or Print)

Home Phone: _____ Work Phone: _____

	<u>Previous Degree(s)</u>	<u>Year(s)</u>	<u>Name of Institution</u>
1.	_____	_____	_____
2.	_____	_____	_____

Date entered WSU: _____ Degree sought: _____

Date of preliminary exam: _____ Tentative degree completion date: _____

Have you received support from this program previously? Yes No

If yes, for same degree? Yes No

If presenting a paper, list author(s) and title (you may attach an abstract written in terminology that can be understood by a non-specialist to the application): _____

MAKE AND ATTACH ADDITIONAL COPIES OF THIS PAGE FOR EACH APPLICANT AS NECESSARY,
AND THEN PROVIDE ONLY THE ORIGINAL OF EACH COMPLETED PAGE.

GRADUATE STUDENT TRAVEL GRANT-IN-AID BLOCK GRANT APPLICATION

WASHINGTON STATE UNIVERSITY – THE GRADUATE SCHOOL

Department: _____
(Please Type or Print Application)

Chair (or Graduate Coordinator): _____

Office Phone: _____ Date: _____

The purpose of the Block Grant program is to provide travel funds to groups rather than individuals. Block grants will be funded at **ground transportation rates** only. Requests for airfare will not be considered. Proposals at reduced cost are to be submitted through Department Chairs or Graduate Coordinators and include an evaluation of the merits of the proposed travel.

1. Amount of Travel (Transportation ONLY, No food, lodging, etc.):

Proposed dates of travel: _____ to _____ Amount \$ _____

Destination: _____ No. in party _____

Motor Pool Personal vehicle Vehicle mileage _____
(58.5 cents/mile)

Bus Train Other Transportation Source _____

2. Purpose of Travel:

a. Travel to professional meetings. Dates of meetings: _____

Name of professional organization: _____

Presenting papers? #Yes _____ #No _____

External peer review before acceptance? Yes No

Has paper been accepted? Yes No (If No, please notify Graduate School if accepted)

b. Travel for research (describe type of research): _____

c. Other travel (describe): _____

3. Student Status:

Are all of those participating regularly admitted **FULL-TIME** graduate students who have at least a **3.0** cumulative grade-point-average? Yes No If No, please explain: _____

4. Participant List: Supply all information requested on page two of the cover page.

PROVIDE ORIGINAL AND TEN COPIES OF THIS PAGE. NO STUDENT NAMES ON THIS PAGE.

5. **Department Chair's (or Graduate Coordinator's) Comment:**

Please be specific regarding the quality and significance of the research or papers. If the request is for travel to present papers, detail the significance of the meeting and the relevance of the papers to that meeting. Indicate extent of prior review or other evidence of peer approval or interest. **DO NOT IDENTIFY YOUR STUDENTS BELOW, ONLY THEIR WORK.**

Signature of Chair/Coordinator: _____

PROVIDE ORIGINAL AND TEN COPIES OF THIS PAGE. NO STUDENT NAMES ON THIS PAGE.

TRAVEL GRANT PRIORITIES AND BLOCK GRANT POLICY AND GUIDELINES

PRIORITIES

The following are the criteria and numerical rating system for the judging of student travel grant proposals (9-10 is superior, 7-8 is above average, 3-4 is below average, and 1-2 is unacceptable).

1. **6 - 10**
 - A. Travel for the purpose of doing research, assuming that:
 - i.) The research project is meaningful.
 - ii.) The data are important for the project and could not be obtained without the travel.
 - iii.) The student is highly competent and there is promise that good research will be done.
 - B. Travel to a recognized meeting for the presentation of a quality paper assuming that:
 - i.) The meeting is one of the most important in the applicant's field, as listed by the chair of the applicant's department.
 - ii.) The work on which the student is reporting is primarily the student's own and was performed at Washington State University.
 - iii.) The paper has been accepted.
2. **3 - 5**
 - A. The student wishes to travel for the purpose of doing research, but has not fulfilled the criteria in 1.A . -- research has not yet begun, or project is not particularly important in student's overall research.
 - B. The student wishes to travel to a meeting for the purpose of presenting a paper of merit but does not meet the criteria in 1.B -- paper is a result of more than one person's work, with the applicant's contribution minor or paper to be presented at a meeting of more minor importance.
3. **1 - 2**
 - A. Inferior research proposals
 - B. Non-meritorious papers
 - C. Students who have received funding from this source. Ordinarily one award per degree program will be considered.
4. In addition to travel for research and/or paper presentation, the Travel Grant Subcommittee will consider proposals for:
 - A. Graduate students in the arts who have, by regional, national competition, won the right to present their work.
 - B. Externships or internships which apply and expand original research.
 - C. Attendance at national conferences based on competition whether or not a paper is presented.
 - D. Externships or internships gained via individual competition and not arranged by the department. The applicant should include copies of award letters or certification.

BLOCK GRANT POLICY AND GUIDELINES

The intent of the block Grant program is to coordinate group travel by graduate student in WSU pool vehicles or personal cars in cases in which this arrangement maximizes economy and opportunity for students to participate in professional meetings. Travel by air will not be considered. Listed below are the guidelines approved by the Graduate Studies Subcommittee which established a process for the coordination of requests for funding.

1. Students must submit their individual applications to the departments or program executive officer who will then submit a proposal in a block using the appropriate forms and according to the usual procedure.
2. Block grant proposals may include only a single professional meeting or meetings held at the same time and locale. Proposals combining different meetings at different times and locales are not acceptable.
3. Proposals submitted independently by students for travel support to meetings also proposed for block grant status will be assigned a lower priority regardless of their inherent merits if the block grant request is approved, unless extenuating circumstances require separate travel. It is, therefore, in the best interest of all for executive officers to coordinate carefully the corporate efforts of their unit.
4. The priority rankings for block grants are the same as those for individual grants.
5. The GSC requires the executive officers of units that receive block grants to submit an accounting of the names of the beneficiaries of block grants and their role in the meeting on appropriate application forms.

Please contact the Graduate School (335-6424) if you have any questions about the process.

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