

## Graduate School Student Domestic Travel Funding

A student receiving an invitation to present a paper at a professional meeting within the **Continental United States** may submit a travel request through the department to the Graduate School. **All requests from the department should be submitted at the same time by the requesting department according to the schedule below.** The following guidelines will be used in considering all such requests:

- First preference will be given to doctoral students or students pursuing the terminal degree in their discipline (MFA or MLA). A request from a master's student will also be considered.
- **Applicants should be reporting results of their dissertation or thesis research and should be the primary author of the publication or presentation.**
- The meeting or conference must be of regional or national importance.
- Approval of travel requests will be limited to one trip per student per fiscal year.
- The student must possess a minimum GPA of 3.50 based on at least five semesters of full-time graduate study at UGA.

**(Fall/Spring 9+ hrs, Summer 6+ hrs)**

- The student cannot have any grades of Incomplete (I) or unsatisfactory (U).
- Funding will not be provided to students employed as instructors or classified employees.
- The applicant must be in one of the following categories: (a) registered for full-time graduate study during the semester of his/her travel, (b) doctoral students admitted into candidacy (minimum 3 credit hours), or (c) a thesis-writing master's student who has satisfactorily completed all required courses (exclusive of 7000 and 7300). If a student is traveling between semesters, he/she must also be in one of these three categories during the semester following travel.
- The student must submit: abstract, acceptance and a breakdown of estimated expenses of their travel to their department. The department will review each student to verify if they meet the criteria, then submit all applications to the Graduate School via Grad Status.

The above criteria are minimum for **applying** for travel funds. Funds are awarded on a rolling basis and only a limited amount of funding is available each semester.

Departmental "match" funding in support of the student's travel will greatly enhance the student's chances for Graduate School funding.

Travel Dates	Request Deadline
October 1 – December 31	September 6, 2019
January 1 – March 31	December 6, 2019
April 1 – June 30	March 6, 2020
July 1 – September 30	June 5, 2020

The amount of the award will be based on such factors as prevailing costs at the meeting site, distance traveled, whether the meeting is national or regional, and the availability of funds. No student will be reimbursed more than the actual cost of the trip.

Please contact Sabrina Woods at 706.542.6244 or [sabrinah@uga.edu](mailto:sabrinah@uga.edu) or [gsfinanc@uga.edu](mailto:gsfinanc@uga.edu) if you have any questions.