

## 2016-17 Conference Travel Grants for Graduate Students

The Graduate School is pleased to support the professional development of graduate students by providing Conference Travel Grants to **both master's and doctoral students**. These grants may be used toward travel and other expenses associated with participation in a professional meeting, and may be requested in advance or retroactively (e.g., summer 2016 conference attendance).

**An official invitation to present a paper / poster or to participate in a panel discussion at an academic conference is required in order to apply for a grant of up to \$500. Grants will be awarded on a competitive basis. The maximum available support will be the same regardless of the location of the conference.**

Support is provided only for travel to academic conferences; other forms of travel cannot be supported under this program. A student may receive only one conference travel award per fiscal year. Retroactive requests for summer 2016 support will be considered as will advance requests for spring 2017 conference participation.

We hope to make approximately **70** awards over the course of the academic year; the actual number will depend on the quality of the applications received and the availability of funds.

**Applications must be submitted by email to [GSASGrants@georgetown.edu](mailto:GSASGrants@georgetown.edu) by 5 p.m. on the following dates: Friday, September 16 for the fall 2016 competition, or Friday, January 13 for the spring 2017 competition. Applications must include the following materials:**

- a completed copy of the attached cover sheet;
- an official notice that the applicant has been invited to participate in the academic conference, e.g., a letter of invitation or a page from a website that includes the student's name as a participant;
- a statement of *no more than one page* outlining the student's travel plans and relevance to thesis or dissertation research;
- a travel budget of anticipated costs or incurred costs if retroactive;
- a statement from the department or program of the amount of funding that will be provided from its resources if the student receives Graduate School travel support. *The Graduate School expects departments to contribute some share of the cost of their students' conference travel, in order to maximize the overall number of graduate students supported.*
- one letter of recommendation from a faculty member, preferably the student's thesis advisor or director of graduate studies. *This letter should be no longer than one page* and should note the relevance of the conference to the student's degree objective.

Completed applications received by each deadline will be reviewed by a committee composed of the Director of External Fellowships and three faculty members.

Approximately half of the total funds will be available for award per funding cycle. Applications will be ranked on the basis of perceived academic merit, relevance to thesis or dissertation completion, and the strength of the faculty letter of recommendation.

Awarded funds will be transferred to the student's department for disbursement in accordance with University policies.

For further information, please contact Maria Snyder, Director of External Fellowships, Graduate School, 426 Car Barn. E-mail: [Maria.Snyder@georgetown.edu](mailto:Maria.Snyder@georgetown.edu); phone: (202) 687-5578.