



GRADUATE SCHOOL

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September 6, 2011

MEMO TO: Program Directors, Department Heads, Department Chairs, Graduate Program Coordinators
FROM: Brenda McComb, Dean of the Graduate School
SUBJECT: **Graduate Student Travel Awards**

The Graduate School is pleased to announce new centrally administered travel awards for students presenting their scholarly or creative work at prestigious national and international conferences. Program Directors or Department Heads/Chairs are invited to submit nominations for these awards.

Objective: Graduate student travel to conferences is essential for the professional development of our students. The University also benefits by being represented at such events. The travel funds from this program are designed to provide graduate students with financial support to cover part of the cost of attending and presenting their scholarly achievements at prestigious conferences and venues.

Award Details: Awards are intended to cover half of the full cost of attending a conference (air and or ground transportation, hotel, meals, and meeting registration). Approximately 10 awards will be made per quarter. The maximum award will be \$500 for domestic travel and \$1,000 for international travel. The department or program should indicate the % of the travel expenses that will be covered by the department/program or other sources. Nominees supported on grants, fellowships, or other means that identify funds specifically for student travel should indicate the % of the travel costs that will be paid from the grant or fellowship funds.

Eligibility: Awards will be made to students who are enrolled as full-time graduate students at OSU at the time of the conference and who are either Ph.D. candidates or Master's students in degree programs that do not offer a Ph.D. Domestic and international students are eligible.

Application Deadline: Application deadlines are: February 1, May 1, August 1, and November 1. An application may be submitted before a notice of acceptance from the conference organizers of the presentation has been received, but an award will not be made until the notification has been received.

Applications: Directors of graduate programs (department/program heads or chairs) may submit one nomination per deadline. Nominations should be submitted as an attachment to an email sent to graduate.scholarships@oregonstate.edu.

The subject line of the email should be **Graduate Student Travel Awards**. The attachment must be a single PDF file containing the nomination form (see the next page) and all six of the additional application materials. The name of the document should follow the file name convention: GradTravel_deadline month and year_grad major_student's last name (e.g. GradTravel_Feb2012_Physics_Smith).

Selection: A committee set up by the Graduate School will select awardees based on (i) funds available, (ii) completeness of the nomination, (iii) the strength of the student's statement of the importance and value of the meeting, (iv) the student's stage in the degree program, (v) reasonableness of the budget, (vi) the strength of the student's CV, (vii) advisor's statement, (viii) the level of departmental and grant support, and (ix) a balance of awards across the university.

Awards: Awards will be announced three weeks after the application deadlines. The funds will be distributed to and managed by the department indicated on the nomination form.

Reporting: Within a month of returning from the conference the student should send a one page report to the Graduate School that includes the student's name, major, degree sought, major professor's name, the conference attended, the dates and location of the conference, the presentation title, and a description of the significant outcomes of the meeting for the student. The report should be emailed to graduate.school@oregonstate.edu.

Nomination Form for Oregon State University Graduate Student Travel Award

The complete nomination includes this form and the six documents listed below in a single pdf document. Deadlines for nominations are 5: p.m.: February 1, May 1, August 1, and November 1. If the deadline falls on a day that the Graduate School is closed, then the deadline is the next work day at 5 p.m.

Nominee's Name: _____

Last

First

Middle

Student ID: _____ Email Address: _____

Graduate Major: _____ Degree Sought: _____ Terms in the Degree Program _____

Date Oral Prelim Passed (PhD students only): _____ Anticipated Graduation Date: _____

Major Professor's Home Department _____

Name of Meeting: _____

Meeting Sponsor: _____

Location of Meeting: _____

Date of Meeting: _____

Title of Your Presentation: _____

Attach the following items in the order listed:

1. A copy of the abstract submitted to the meeting.
2. Student's statement of the importance and value of the meeting (one page or less).
3. Notification of acceptance of presentation OR Indicate that acceptance is pending.
4. Student's curriculum vitae.
5. Budget. Include an itemized list of ground and/or air transportation, meals, lodging, meeting registration fee, abstract fee, other.
6. Major professor's statement of support, which must include a statement of the stature of the meeting or conference relative to conferences in the field.

Major professor's printed name, signature, and date.

Printed Name

Signature

Date

Percent of meeting cost covered by the Department _____ %.

Percent of meeting cost covered by a grant or contract _____ %.

Percent of meeting cost self funded by the student _____ %.

Percent of meeting cost requested in this application _____ %.

Printed name and signature of Department/Program Chair/Head who will administer the travel award.

Printed Name

Signature

Date