



COLLEGE OF FINE, PERFORMING
AND COMMUNICATION ARTS

Department of Communication

585 Manoogian Hall | 906 W. Warren | Detroit, MI 48201

Phone: (313) 577-3543 | Fax: (313) 577-6300 | Email: communication@wayne.edu | Web: comm.wayne.edu

Graduate Student Travel Award Application

The Graduate School and the Department of Communication provide travel funds for the scholarly and creative activities of graduate students. These funds are administered by the Department through the Graduate Student Travel Fund Award.

Funds are limited and preference is given to doctoral students over masters students. Normally, funding will be given only to doctoral students who are in their first through fourth years and masters students who are in their first through second years.

The award is available to help fund travel to conferences and professional meetings for presentation of *competitively selected peer-reviewed work* that must have been done in the communication graduate program at Wayne State University. Peer-reviewed work typically is that work which has been submitted to a conference through the competitive open-call process.

On a case-by-case basis, travel to conferences and professional meetings to discharge professional association officer duties also may be funded. The officer term must coincide with full-time enrollment in the communication graduate program at Wayne State University.

Travel awards will be no larger than \$1000 for travel to national and international conferences/meetings and no larger than \$500 for regional conferences/meetings. Awards may be applied to transportation, hotel, registration, and meal expenses (meals at a rate not greater than the approved Wayne State University per diem).

Normally, students get one travel award per August-August calendar year. On a case-by-case basis, students whose submitted travel expenses for a conference are substantially less than \$1000 may be awarded additional funds for travel to a second conference for an amount that brings the total of all the awarded amounts to \$1000.

The completed application form and the supporting documentation below must be submitted to the Graduate Secretary at least *three weeks in advance of travel*:

- a) evidence of acceptance of paper/poster, abstract, or creative work after peer-review (e.g., email notification of acceptance or copy of program listing);
- b) title along with the abstract of paper/poster, or the abstract, or a synopsis of the creative work;
- c) estimated budget (fill the application form and attach documentation for evidence of airfare/mileage and lodging estimate);
- d) current curriculum vitae; and
- e) note from the doctoral or masters advisor attesting to the peer-review of the acceptance as well as supporting the travel.

If funding is approved, all original receipts must be submitted to the Graduate Secretary for reimbursement no later than 30 days after travel has been completed.

Contact the Graduate Secretary or the Director of Graduate Studies for more information. All funding decisions will be made by the Department Chair in consultation with the Director of Graduate Studies and the Graduate Committee.



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GRADUATE STUDENT TRAVEL AWARD APPLICATION

The completed application form and a) evidence of acceptance of paper/poster, abstract, or creative work after peer-review, b) title along with the abstract of the paper/poster, or the abstract, or a synopsis of the creative work, c) estimated budget (fill below and include evidence of airfare/mileage and lodging estimate), d) current curriculum vitae, and e) note from the faculty advisor attesting to the peer-review of the acceptance as well as supporting the travel must be submitted to the Graduate Secretary at least three weeks in advance of travel. If funding is approved, all original receipts must be submitted to the Graduate Secretary for reimbursement no later than 30 days after travel has been completed.

Student Name: _____ Banner ID: 00 _____ Access ID: _____

Non-WSU Email: _____ Phone: _____

Mailing Address: _____

Conference/Meeting Name: _____

Conference/Meeting Is: International: ____ National: ____ Regional: ____

Location: _____

Dates You Will be at the Conference/Meeting (From - To): _____

Your Role(s) at the Conference (select all that apply):

Peer-Reviewed Paper/Poster/Abstract/Creative Work: _____ (provide details separately)

Professional Association Officer: _____ (title)

Pre-constituted Panel Paper: _____ (title)

Paper/Panel Respondent: _____ (title)

Professional Service (e.g., Panel Chair): _____ (title)

Other (please describe): _____

Estimated Budget:

Airfare: _____ Mileage: _____ Lodging: _____ Meals: _____ Other: _____ Total : _____

Funds Secured from Other Sources? Specify Source and Amount: _____

Student Signature _____ Date _____

FOR DEPARTMENT USE ONLY

Amount Approved: _____ Account(s): _____ Approved By: _____

Name and Signature

Date