School of Social Research and Practice

Graduate & Undergraduate Conference Travel Grant Guidelines

The School encourages students to travel to major and/or regional professional conferences to present their work and/or further their professional development. School funds may be available and are subject to the guidelines below.

Conference travel support cannot be split between multiple conferences and/or rolled over from year to year. Permission, funding support, and School staff resources will only be provided for a maximum of one conference per year.

Graduate students representing their research. Graduate students traveling to a conference to present their research ("on the program") are eligible for a total of one conference trip per year, during their time in the program, at a cost/reimbursement of up to $1,500 (for example, $500 from CLASS, $500 from TGS, & $500 from the SSRP). Any award from professional societies will be added to the total received from CLASS/TGS/SSRP.

For graduate students to receive School travel funds to present their research, they **must**:

1) Complete the SSRP "Request for Travel funds" application,
2) Submit, to the SSRP, the acknowledgement from the conference that their research has been accepted for presentation,
3) Submit, to the SSRP, documentation of consultation with – & approval from – Major Professor,
4) Complete the College of Liberal Arts and Social Sciences (CLASS) grant application,
5) Complete the Toulouse School of Graduate Studies (TGS) grant application.
6) Students are strongly encouraged to apply for travel support from their professional associations.

After submission of the CLASS and TGS travel grants, students **must** submit documentation of these applications to the SSRP. Students who do not follow this requirement will not receive funding.

Graduate students NOT presenting their research. Graduate students traveling to a conference to further their professional development (they are not presenting research/"on the program") are eligible for a total of two conference trips (one per year), during their time in the program, at a cost/reimbursement of up to $500 per trip (from the SSRP). These students must complete Steps #1 & #3 (above).

Undergraduate students representing their research. Undergraduate students traveling to a conference to present their research ("on the program") are eligible for a total of one conference trip

while in their program at a cost of up to $1,500 (for example, $500 from CLASS & $1,000 from the SSRP).

For undergraduate students to receive School travel funds to present their research, they **must**:

1) Complete the SSRP "Request for Travel funds" application,
2) Submit, to the SSRP, the acknowledgement from the conference that their research has been accepted for presentation,
3) Submit, to the SSRP, documentation of consultation with & approval from a faculty advisor/mentor,
4) Complete the College of Liberal Arts and Social Sciences (CLASS) grant application.

After submission of the CLASS travel grant, students **must** submit documentation of this application to the SSRP. Students who do not follow this requirement will not receive funding.

Questions about SSRP travel grants should be directed to Dr. Maggie Brown.