

## TRAVEL FELLOWSHIP FUNDING APPLICATION

Instructions on <a href="https://grad.msu.edu/travel">https://grad.msu.edu/travel</a>. Completed forms should be emailed to the Graduate School at <a href="mailto:grad.msu.edu">grad.msu.edu</a>. Please note: this funding is in the form of a fellowship.

Date:	_						
US. Citizen	Yes	No		ent Graduate	Doctor	ral	
Permanent Resident	Yes	No	Progra	m Enrollment:	Ma	aster's Professional	
nternational Student	Yes	No				Medical/Law	
f no, Country of Origin_			Curren	it Graduate GPA_			
Ethnicity (optional)			'	deral financial aid, pleas the impact that this awa		Office of Financial Aid to e on your aid package.	
Student Name:				Last 4 digits	of PID:		
Mailing Address:							
Phone:			Email:				
Department and/or Pro	gram:			College:			
certify that the above s	tudent is ma	king satisfo	actory progress tow	vards a graduate	degree.		
	Major Professor			nature of Major Professor		Date (mm/dd/yyyy)	
Major Professor  SHARED FUNDING A A signature is required below support this request. Individu	v from the majo	or professor,	Γ the department/unit,	and the college ever	ı if no funds		
SHARED FUNDING A	v from the majoual department	or professor, s/colleges m	Γ the department/unit,	and the college ever	if no funds applicants.	are committed to	
SHARED FUNDING A	v from the majo	or professor, s/colleges m	Γ the department/unit,	and the college ever	if no funds applicants.		
SHARED FUNDING A signature is required below support this request. Individu	v from the majoual department  Name and	or professor, s/colleges m	Γ the department/unit, nay request additional i	and the college ever nformation from the TOTAL EXPEN	if no funds applicants.	are committed to  Amount from	
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SHARED FUNDING A signature is required below support this request. Individual Funding Provider  Major Professor  Department / Program / Unit  College  International Studies & Programs For international conference thele103@msu.edu.	Name and address es only. Endorse	or professor, es/colleges m l email	the department/unit, hay request additional i Signature	and the college ever nformation from the TOTAL EXPERAGE Account	a if no funds applicants.  NSES 1  # 2 3 4 5	are committed to  Amount from	

\_\_\_\_\_ Disapproved:\_\_\_

Amount Approved:\_\_\_\_



## GRADUATE STUDENT TRAVEL FUNDING CRITERIA

Funds from the Graduate School are available for graduate students to travel to present their research at professional conferences. These funds are not available to support thesis/dissertation research projects or course work. This funding is only for graduate students pursuing a degree program. Requests for funding to travel to international conferences will be considered jointly by the Graduate School and the Office of International Studies and Programs (ISP), therefore, you need to submit only one application for consideration by both offices. Requests are limited to \$600 over the course of a student's graduate student career. Unlike graduate assistantships, these fellowships do not provide student health insurance or tuition/fee waivers.

\*\*FORMS ARE SUBMITTED TO MUSIC PRIOR TO GOING TO TGS.\*\*

Address the following to The Graduate School, 466 W. Circle Drive, Chittenden Hall

- . The attached Request for Travel funding application COMPLETELY filled out and listing:
  - A summary of cost sharing with the student's major professor, department, college, and
    when appropriate—with International Studies and Programs. Whether or not these units
    provide funding, an endorsement of the request from the major professor, department and
    college is still required.
  - Requests must be accompanied by an endorsement from the major professor/advisor stating that the student is making satisfactory progress in his/her graduate program. You are to use the attached application to provide this information.
- 2. Travel requests must be accompanied by a brief letter from the student indicating the following:
  - Student must be registered in the semester that the funding is awarded.
  - Name of the conference or professional meeting.
  - The title of the research to be presented and the list of authors. (The requesting student is to be the first and presenting author.)
  - The date(s) and the location of the conference. (A) Below.
  - A break-down of the costs of the trip.
- International Travel Insurance:
  - If your travel is international your <u>department</u> must complete a pre-trip travel authorization for you and register your trip in the International Travelers Abroad Database (<a href="https://travelregistry.msu.edu">https://travelregistry.msu.edu</a>). When that is done, you will be automatically enrolled for international travel insurance (provided by HTH Worldwide) at no cost to you.
- 4. International Studies and Programs (IF APPLICABLE):
  - Through the Graduate School International Travel Grant, International Studies and Programs
    (ISP) offers MSU graduate students small travel grants to international professional
    conferences to present papers. The research presented must have an international focus.
     Only one request per student will be considered during his/her degree program.
  - After securing the major professor/advisor, department and college endorsements, eligible students should send the completed travel funding application to International Studies and Programs (209 International Center). ISP will then forward the application on to the Graduate School for funding consideration.

A decision on support will be made within three weeks after receiving all of the necessary materials by the The Graduate School. Decision letters will be emailed.

PLEASE NOTE: If you have Stafford or other needs-based loans/aid, the amount of your fellowship award may cause a reduction of your loan(s) or other financial aid. You still may wish to consider the fellowship as this will reduce your total loan debt at graduation. Please seek advice from your Office of Financial Aid counselor before you turn down a fellowship. However, if the award is for travel or research support, please provide a copy of the meeting registration form, airline ticket price, hotel costs, etc. to the Office of Financial Aid and indicate that the funds should **not** be subtracted from your loan/aid amount. However, final decisions are made on a case-by-case basis by the Office of Financial Aid following guidelines provided by the Federal Government.



## The Graduate School

Chittenden Hall 466W. Circle Dr East Lansing MI 48824-1044

517-353-3220 Fax: 517-353-3355 grad.msu.edu



The College of Music also requires a copy of your invitation/acceptance to attend said event.