TRAVEL FELLOWSHIP FUNDING APPLICATION

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

Date:						
US. Citizen	Yes	No		Current Graduate	Doctoral	
Permanent Resident	Yes	No		Program Enrollment:		
International Student	Yes	Yes No			Professional Medical/Law	
If no, Country of Origin				Current Graduate GPA_		
Ethnicity (optional)				If you have federal financial aid, please consult the Office of Financial Aid to find out what the impact that this award would have on your aid package.		
Student Name:				Last 4 digits of PID:		
Mailing Address:						
Phone:			Email:			
Department and/or Program:				College:		
I certify that the above stu	dent is ma	king satisf	actory (progress towards a graduate o	degree.	
Major Professor			Signo	ature of Major Professor	Date (mm/dd/yyyy)	

SHARED FUNDING AND ENDORSEMENT

A signature is required below from the major professor, the department/unit, and the college even if no funds are committed to support this request. Individual departments/colleges may request additional information from the applicants.

		TOTAL EXPENSES 1				
Funding Provider	Name and email address	Signature	Account #	Amount from Provider		
Major Professor				2		
Department / Program / Unit				3		
College				4		
International Studies & Programs				5		
For international conference thele103@msu.edu.						
Other (specify)				6		
	7					
	8					

Revised 8/2021

MICHIGAN STATE

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. $\begin{array}{c}
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Address the following to The Graduate School, 466 W. Circle Drive, Chittenden Hall

- 1. 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.

A break-down of the costs of the trip.

• The title of the research to be presented and the list of authors. (The requesting student is to be the first and presenting author.)

If your travel is international your <u>department</u> must complete a pre-trip travel authorization

(https://travelregistry.msu.edu). When that is done, you will be automatically enrolled for

• The date(s) and the location of the conference. (A) Below.



3.

The Graduate School 4. International Studies and Programs (IF APPLICABLE):

International Travel Insurance:

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Through the Graduate School International Travel Grant, International Studies and Programs

for you and register your trip in the International Travelers Abroad Database

international travel insurance (provided by HTH Worldwide) at no cost to you.

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

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

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

MSU is an affirmative-action, equal-opportunity employer.

B. Please let us know if you have student loans. Receiving funding will affect them.

Revised 4/18/17, 2/2024