



# MICHIGAN STATE UNIVERSITY

## 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

Send 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.
  - 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.
3. International Travel Insurance:
  - If your travel is international your **department** must complete a pre-trip travel authorization for you and register your trip in the International Travelers Abroad Database (<https://travelregistry.msu.edu>). 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.



**The Graduate  
School**

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

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

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.**

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