



**Graduate Student Travel Grant Request Form  
Office of Research and Grants (ORG)**

***Part 1: Student Application (to be completed by the applicant)***

APU assists its graduate students in presenting their research at professional and academic conferences through student travel grants. Grants are usually awarded in the range of \$400-\$500, although a few exceptions can occur. The nature of the conference, the professional rigor of the presentation, and availability of funds are factored into assigning the award amount.

The application should be submitted at least two weeks prior to the date of travel. Please type all responses, except for the signature of agreement. Only complete applications will be processed. Applicants should retain a copy of the application to assist with any inquiries.

Student name: \_\_\_\_\_  Master's  Doctoral

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ APU ID: \_\_\_\_\_

Department and program: \_\_\_\_\_

Will you be an active APU student at the time of the conference?  Yes  No

Faculty sponsor: \_\_\_\_\_

1) Title of research presentation:

2) Description of research presentation or abstract: (300 words maximum)

3) Conference information

a) Name of conference: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

b) Name of institution/organization sponsoring conference:

\_\_\_\_\_

4) Presenter information:

a) Are you presenting at the conference?  Yes  No

b) Presenting with faculty?  Yes  No

c) How many others from APU are presenting with you? \_\_\_\_\_

d) Type of presentation (oral, poster, workshop)? \_\_\_\_\_

e) Is it related to a special recognition for your scholarship?  Yes  No

If 'Yes,' please explain: \_\_\_\_\_

5) Are you receiving funding for this conference from other sources?  Yes  No

If 'Yes,' state source(s) and amount(s): \_\_\_\_\_

6) Budget for conference/travel (all expenses must be directly for the applicant):

Transportation (specify the mode*)	\$
Registration	\$
Lodging	\$
Meals**	\$
Other costs (please explain)	\$
<b>TOTAL COSTS</b>	\$

(See the statement at the top of p. 1 above)

\*If driving a car, indicate mileage

\*\*Please note: APU policy prohibits reimbursement for alcoholic beverages

By signing below, I indicate that I understand the travel grant is for the purpose of supporting me in presenting my research. I understand that it is my responsibility to pay for all conference related expenses included in my budget before I can be reimbursed with a student travel grant. I will need to submit an Expense Reimbursement Form and receipts to the Office of Research and Grants **no later than 40 days** after I return from the conference. I agree to comply with the obligations described in this application.

Student signature of agreement: \_\_\_\_\_ Date: \_\_\_\_\_



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***Part 2: Faculty Recommendation (to be completed by the faculty sponsor)***

As the faculty sponsor of the graduate student seeking funds for travel to present research at a conference, please complete the information requested below. It will assist in the decisions regarding awarding the travel grant.

Faculty member: \_\_\_\_\_

Department: \_\_\_\_\_

Student being recommended for the travel grant: \_\_\_\_\_

Will you be presenting with the student?  Yes  No

Name of conference student plans to attend:

\_\_\_\_\_

Location of conference: \_\_\_\_\_ Date(s): \_\_\_\_\_

**The professional status of the conference:**

Top  Very High  High  Medium  Low

If you marked 'Top' or 'Very High,' please briefly explain why. You may consider the following questions. How many professionals usually attend? Do leaders in your field participate? How well regarded is it?

**The nature of the student presentation:**

Can you affirm the student will be presenting his or her own research at this event?

- Yes    No

What is the academic rigor of the student's presentation?

- Top    Very High    High    Medium    Low

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_