

STEVEN J. GREEN SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS TRAVEL SUPPORT: POLICIES, PROCEDURES & APPLICATION

The Steven J. Green School of International and Public Affairs will support graduate travel on a matching basis. The Green School will award up to \$200 once every fiscal year (July 1st -June 30th) to encourage graduate students to present their research at professional meetings, to defray travel expenses associated with research, or to interview for academic positions.

Criteria

Academic Status

- Must be a full time, degree-seeking graduate student in the Green School
- Demonstrated satisfactory academic progress i.e. 3.0 or higher GPA; satisfactory progress towards degree completion; no academic integrity issues

Purpose

- To present a research paper at a professional conference/meeting
- To support travel to research sites
- To interview for academic positions

Procedures

- Complete and print the application form (typeable PDF)
- Obtain a memo of support from the Major Professor
- Provide a copy of current unofficial transcript
- Provide a copy of the approved Travel Authorization Request Form (T.A.R.)
- Provide proof of funding already secured (i.e. matching funds), e.g. copy of approved GPSC/ Department communication re approved funds
- Get signatures from the Graduate Program Director & Department Chair
- Submit complete package to the Green School's main 5th floor reception or to the Office of Graduate Studies and Innovation (SIPA 501) 3 weeks prior to travel

Award

Up to \$200

Deadline

AT LEAST 3 WEEKS PRIOR TO TRAVEL

Limitations

- The Green School will provide up to \$200 per eligible student once every fiscal year (July 1st-June 30th)
- Incomplete applications, or applications submitted less than 3 weeks before travel will not be accepted/considered. No exceptions.

STEVEN J. GREEN
SCHOOL OF INTERNATIONAL AND PUBLIC
AFFAIRS APPLICATION FOR GRADUATE STUDENT
TRAVEL SUBSIDY

(Complete all fields below. Use Tab key to increase font size)

Date: _____ PSID: _____

Name: _____

Email: _____ Phone: _____

Department: _____

Dates of Travel: _____

Source of Matching Funds: _____

Amount Requested: _____
(up to \$200)

Destination: _____

Purpose of Travel: _____

Graduate Program Director Name

Graduate Program Director Signature

Date

Department Chair Name

Department Chair Signature

Date