



Travel Grant Policy and Application Form

The SLM Travel Grant was created to provide partial conference funding support to graduate students who will be traveling to a professional conference in order to present a paper or poster. To apply for a SLM Travel Grant, the student will be required to submit a request outlining the specifics of the conference (conference name, dates, purpose of the travel). They will also be required to provide an estimated cost of travel expense. Their research advisor will also have to provide a brief description on the student's worthiness of a grant.

Applications will be accepted on a rolling basis, with deadlines approximately every two months:

- Applications submitted between February 1 and March 31. Award decisions will be made no later than April 15th.
- Applications submitted between April 1 and May 31. Award decisions will be made no later than June 15th.
- Applications submitted between June 1 and July 31. Award decisions will be made no later than August 15th.
- Applications submitted between August 1 and September 30. Award decisions will be made no later than October 15th.
- Applications submitted between October 1 and November 30. Award decisions will be made no later than December 15th.
- Applications submitted between December 1 and January 31. Award decisions will be made no later than February 15th.

Each student is eligible to receive one travel grant per academic year. If you apply unsuccessfully, you may apply for a different conference in the same academic year. Not all students who complete the application will receive a grant. The maximum amount available for each applicant in each funding period is \$500.

Each recipient will be required to provide the below travel report outlining their presentation, an up to date CV, and brief letter from their advisor in a single PDF to Michelle Lissner at melissne@syr.edu



SLM Travel Grant Application Form (Part 1)

Student Name: _____ Degree Program: _____

Semester/Year Entered Program: _____ Anticipated Completion Date: _____

Advisor(s) Name: _____

Does your Advisor have travel funds to supplement this travel? _____

Conference Name: _____

Location: _____ Dates of Travel From: _____ To: _____

Purpose of Travel (include a brief description outlining your activities during this travel):

Estimated expenses:

Transportation: \$ _____

Accommodations: \$ _____

Meals: \$ _____

Registration: \$ _____

Other (explain) _____: \$ _____

Total: \$ _____

Do you have other potential sources of support (partial or full) to cover this travel? Yes ☐ No ☐

If yes, please explain: _____

Have you received a previous SLM Travel Grant? Yes ☐ No ☐

If yes, provide the amount awarded and the dates of the award(s):

Trip Dates: _____ Amount: \$ _____

Trip Dates: _____ Amount: \$ _____

Applicants Signature: _____ Date: _____

Advisors Signature: _____ Date: _____



SLM Travel Grant Application Form (Part 2)

To be completed by advisor.

Please comment briefly about why the student deserves a travel grant (200 hundred words or less):