

## TTU School of Art GRADUATE STUDENT TRAVEL FUNDING APPLICATION

The School of Art assists graduate students with partial funding for their research-related travel. No more than one travel grant from the School of Art will be made per student per 9-month academic year. Students must be enrolled during the term in which they intend to travel. The SoA Graduate Coordinators will review Graduate Student Travel Funding Applications three times a year. Therefore, it is essential that students plan ahead in order to request funding. If you receive funding, you are required to complete a brief report of your activities upon your return.

Additional funding is available from the Graduate School for graduate students who are presenting research papers (or creative work) at conferences. See <http://www.depts.ttu.edu/gradschool/current/travel.php> for more information and for application forms. In order to apply for funding from the Graduate School, students must first apply for funding from their own departments. Therefore, this application is a first step in that process.

### Directions:

1. Students should complete this form and submit it to their thesis advisors or (if a thesis advisor has not been determined) the Graduate Coordinator in their area.
2. Faculty advisors should then fill out their portion of the form and submit it to their Graduate Coordinator Committee by the deadlines below (*and at least 45 days before travel*).
3. **Application Deadlines** (to Graduate Coordinators): *Sept 15, Nov 15, Feb 1.*

### Students, please complete this portion:

1. Student Name \_\_\_\_\_ 2. Degree Program \_\_\_\_\_
3. Applying as an individual   
Or part of a group  Name of Group \_\_\_\_\_
4. Name of conference, workshop, exhibition, or activity \_\_\_\_\_  
\_\_\_\_\_
5. Provide name of faculty member will accompany you: \_\_\_\_\_
6. What research will you present and in what format? (Eg., name of research paper and panel; explain your role in an exhibition or workshop) \_\_\_\_\_  
\_\_\_\_\_
7. Dates that you plan to be at the event \_\_\_\_\_
8. Will you be engaged in recruiting for TTU SoA programs, and if so, specify the nature of the recruiting work that you will do. \_\_\_\_\_  
\_\_\_\_\_
9. Other funding sources requested: \_\_\_\_\_
10. SOA amount requested \_\_\_\_\_

### Faculty advisors, please complete this portion:

1. Is this activity important to this student's educational career? Yes  No  Probably
2. Will the student be ready to present the research / creative activity? Yes  No  Probably
3. Is this student mature enough to benefit from this experience? Yes  No  Probably
4. If you have any comments, please write them on the reverse.
5. Put this form in the box of your Graduate Coordinator by the deadline.

**Graduate Coordinators' Committee recommendation:** Rank \_\_\_\_\_ Amount \_\_\_\_\_