



Graduate Student Travel Award

The School of Graduate Studies (SGS) at Case Western Reserve University is pleased to sponsor a program designed, in part, to facilitate mentorship between graduate students and faculty mentors.

SGS will expend some of its endowment income to sponsor fulltime graduate student travel to conferences at which a paper or poster will be presented. Academic departments are expected to contribute funds, a 50/50 match, to demonstrate support of the application.

The maximum contribution from SGS is \$500 for travel within the United States and \$1,000 for travel outside of the United States in support of conference-related expenses such as registration, lodging, meals, and transportation. Furthermore, only two nights of lodging and two days of meals with a maximum meal allowance of \$48 are chargeable to and reimbursable with original receipts under this program and all Case travel policies are applicable. The applicant is responsible for making the necessary travel arrangements. Conference locations which are within the continental United States will receive highest priority in funding.

In order to maximize program coverage, students can receive only one award while enrolled in a degree program housed under SGS. Applications must be endorsed by a faculty member who serves as a mentor to the student applicant and should include a brief description of that relationship (research agenda extension, joint or co-authorship, etc.). In addition, applications will be processed on a first-come, first-served basis and are subject to budgetary considerations and will be returned to applicant if incomplete. Please note that SGS reserves the right to terminate this program without notice and to retract its financial support under adverse situations.

PRIOR APPROVAL FOR ENDOWMENT FUNDS IS REQUIRED. NO FUNDS WILL BE AWARDED AFTER THE PAPER OR POSTER PRESENTATION HAS OCCURRED.

Application Procedures

- Complete and submit the attached application *TWO WEEKS* prior to travel.
- Prepare an estimate of the direct costs (registration, transportation, lodging, meals, etc.) associated with the conference.
- Submit an abstract of the paper that was accepted for presentation with documentation of that acceptance (association letter, program schedule, etc.).
- Include the following statement of acknowledgement at the end of the estimate of direct costs and at the bottom of the first page of the paper or poster:

Statement of Acknowledgement: This presentation was made possible, in part, through financial support from the School of Graduate Studies at Case Western Reserve University.

- Deadline: None—review of applications will begin at the start of the academic year.
- Number of Awards: Unspecified, but limited to, and dependent on, a pre-set annual allocation.

Personal Information

Name _____ ID Number _____ Case Network ID _____

Address _____

Department _____ Degree _____

Advisor/Mentor _____ A/M Email _____

Presentation Information

Description of Student-Mentor Relationship:

Title of Presentation _____

Name of Professional Organization _____

Date(s) of Presentation (M/D/Y) _____

Conference Location _____

Student Signature _____ Date _____

Authorizations

Advisor/Mentor Signature _____ Date _____

To be filled out by PROGRAM/DEPARTMENTAL Fiscal Authority ONLY

SpeedType _____ Amount \$ _____

Name of Fiscal Authority _____ Phone _____

Signature of Fiscal Authority _____ Date _____

Return Completed Application and Materials to:

School of Graduate Studies
10900 Euclid Avenue
Tomlinson Hall, Room 203
Cleveland, OH 44106-7027
Phone: 216.368.4390
Fax: 216.368.4250
gradstudies.case.edu



SCHOOL OF
GRADUATE STUDIES
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