



Department of Political Science Grant Application Form
Graduate Student Travel to Attend a Professional Conference

The Department of Political Science has limited funds available to support travel expenses of graduate students attending professional meetings to present a paper. Priority will be given to advanced students making satisfactory progress toward degree. Applicants must complete and submit this form, along with written evidence of acceptance in a panel or symposium. In some cases, students actively on the job market may receive support. See details at the end of page two.

To receive consideration, materials must be submitted to: Jana L. Jones, Graduate Program Assistant, Department of Political Science, 333 UCB, University of Colorado Boulder, CO, 80309-0333. **See page two of this form for submission guidelines.**

Student Name: _____ SID: _____ Cumulative GPA: _____

Name of Conference: _____

Place of Conference: _____ Dates: _____

Title of Panel/Section: _____

Title of Paper: _____

Co-Author(s) [if any]: _____

Abstract (100-200 words) – Please attach to this application, along with evidence of participation (i.e., screenshot of conference schedule)

Attending for Prospective Placement? Yes No Interviews Scheduled? Yes No

Institution(s): _____

Amount Requested from Department (max of \$400): _____

Amount of Departmental Travel Grant Last Received: _____ Semester: _____/Year: _____

Have you received any other non-departmental Travel Grant(s) Received this Academic Year? No _____
If yes, note funding source below:

Funding Source: _____ Amount: _____ Semester: _____/Year: _____

Funding Source: _____ Amount: _____ Semester: _____/Year: _____

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Director of Graduate Studies Signature: _____ Date: _____

Guidelines for Graduate Student Travel to Attend a Professional Conference

All applications for department funds will be reviewed on a case-by-case basis. Priority is given to students who present papers at major conferences.

Awards will be made on a rolling basis and are not guaranteed. Preference will be given to students who have not received prior departmental funding in the same academic year. Normally, second conference trips in a single academic year will not be funded.

Requirements:

- The student must be currently enrolled in the Graduate Program of the Department of Political Science, and **be in good standing with a minimum GPA of 3.50**.
- The topic of the paper must be in an area of study in Political Science.
- This application must be:
 - Endorsed by the student's advisor as indicated by signature.
 - Accompanied by all necessary documentation (abstract and evidence of participation).
 - Completed and turned in prior to the date of conference participation.
- Acceptance of the Travel Grant requires the following acknowledgement, which must be included in the conference paper as well as in any other subsequent publication derived from it:

"Support was received from the Department of Political Science at the University of Colorado Boulder."

Reimbursement of Internet Airfare (suspended during the coronavirus health crisis) and/or Other Expenses:

- ~~If student is awarded a Travel Grant, the following procedures must be followed to receive airfare reimbursement:~~
 - ~~You must obtain a comparison quote from Christopherson Business Travel (CBT) **PRIOR TO ANY PURCHASE.**~~
 - ~~You may contact CBT from 7:00 a.m. to 5:30 p.m., Monday through Friday at 303.694.8744.~~
 - ~~They can also be contacted via e-mail at: cutravel@cbtravel.com.~~
 - ~~The comparison quote from CBT must be for the same dates, routes and general timeframes (within approximately one hour) as the internet airfare.~~
 - ~~The total cost of the internet purchase must be **LESS THAN** the CBT quote; and,~~
 - ~~Purchase must be made using a personal credit card and reimbursement requested **AFTER** the trip concludes. A copy of the comparison quote must be included with the request for reimbursement.~~
- Reimbursement requests for other travel expenses (registration fees, membership fees, lodging, transportation, etc.) must include receipts showing itemization and proof of payment.

Exceptions for Students Actively on the Job Market:

Students actively on the job market may receive a Travel Grant even if not presenting a paper. In such cases, preference is given to students who:

- Serve as a discussant, panel chair, or roundtable participant; or
- Proposed a paper or poster that was not accepted.