

DEPARTMENT OF SPANISH & PORTUGUESE GRADUATE TRAVEL FUND GUIDELINES

Purpose: To assist Graduate Students who are presenting at conferences.

Eligibility: The applicant must be enrolled in a Ph.D. or M.A. in the Department of Spanish & Portuguese. A maximum of one award may be submitted per student per Academic year. Group applications will not be accepted. Each student will be responsible for creating his/her own application package. It is the student's responsibility to submit the final draft of the conference paper to the faculty member who will be writing the letter of recommendation, along with the Graduate Travel Faculty Approval form. The Faculty will then submit the Graduate Travel Faculty Approval form to the Graduate Studies Committee.

Award Amounts: Awards will be contingent upon the availability of funds.

Qualifications: Funding priority will be given to those applicants who meet the following criteria:

1. ABD (must be making satisfactory progress on dissertation)
2. Doctoral students who have not advanced to candidacy.
3. Second year students in the M.A. program.

Review Criteria: The Graduate Studies Committee will rank the proposals according to the criteria set by the committee.

What to Submit: A complete proposal consists of:

1. Application Form
2. Letter of Support from a faculty member.
3. A copy of the letter of acceptance from the conference.
4. A copy of a 400- 500 word abstract, double spaced.
5. A copy of the application form from outside sourcing you applied to. **(Students who do not apply for other sources of funding will be automatically disqualified.)*
6. Proposed budget sheet (detailed/ itemized budget)

Submission Deadline: *September 14th* for travel during the Fall semester. *February 11th* for travel during the Spring semester.

***Outside Source of Funding:**

Graduate and Professional Student Council Travel Grant Fund <http://www.gpsc.arizona.edu/travel-grants>

Women's Studies Advisory Council Travel Stipends <http://gws.arizona.edu/node/654>

**DEPARTMENT OF SPANISH & PORTUGUESE
GRADUATE TRAVEL FUND APPLICATION**

Name:	Last Name:
SID Number:	<input type="checkbox"/> M.A. <input type="checkbox"/> Ph.D. <input type="checkbox"/> ABD

Title of Conference:
Location of Conference:
Dates of Conference:
Indicate other sources of funding:
Which other Conferences have you attended in the last two years and who funded your trips:

Signature _____ **Date** _____

***Please note, incomplete and late proposal applications will not be considered.** If approved please retain all documentation, including receipts for airfare (including boarding passes), hotel, registration fees, tuition, transportation, food, etc. for submission after your completed trip.

Official Use Only:

Graduate Studies Committee		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> REAPPLY

**DEPARTMENT OF SPANISH & PORTUGUESE
GRADUATE TRAVEL FACULTY APPROVAL FORM**

Name:	Last Name:
SID Number:	<input type="checkbox"/> M.A. <input type="checkbox"/> PH.D. <input type="checkbox"/> ABD

Title of Conference:
Location of Conference:
Dates of Conference:

FACULTY: PLEASE PROVIDE YOUR RECOMMENDATION AND RETURN THIS FORM TO Isela Gonzales. Place a check next to the appropriate decision.

- | | |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Recommend with Reservation
<input type="checkbox"/> Strongly Recommend | <input type="checkbox"/> Recommend after Revisions
<input type="checkbox"/> Do Not Recommend |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

COMMENTS:

Faculty Signature _____ **Date** _____