

College of Architecture Graduate Travel Funding Policy

The College of Architecture will set aside \$20,000 a year to be used to help fund Graduate Student Travel, for those students who are presenting a peer-reviewed item at a domestic conference. These funds will be matching funds. Applicants must demonstrate the award of travel funds from one or more of the following sources: a Department, Research Center, or Principal Investigator.

The new policy and criteria is as follows:

The College of Architecture graduate student travel funds will be utilized to support graduate student travel to any domestic professional or academic conference, provided that the student requesting funding has been accepted to present a peer-reviewed item. The maximum award per student per academic year will be \$500.

No request for funding to travel to a conference will be considered without approved funding from the Department, Center or Principal Investigator, and an invitation from the conference to present a peer-reviewed item. The amount of funding available for travel to a conference will be a 1 to 1 match of the funds awarded by the Department, Center or Principal Investigator, with a maximum of \$500 per academic year.

To request these funds the students will enter the travel request into Concur, put a note that they are requesting funds from the College and attach their invitation from the conference. If they do not have access to Concur then a staff member from their respective department or center will enter the request on their behalf.

This allocation of funds is limited to domestic conference travel. Students seeking support for travel to an international location should apply to the Romieniec Graduate Travel Fellowship.

Funding will be awarded on a first come, first served basis.