

AMEC Graduate Student Funding Request Form for Travel to National or International Meetings

Student Name _____

Each semester the department solicits applications from graduate students for funding to attend a national or international meeting, once in the summer (for late summer/ fall conferences) and once in the fall (early summer/ spring conferences).

Ordinarily support will not exceed \$300 per year per student and will only be extended to a very small number of students. You are therefore strongly encouraged to also apply for support from other sources, such as the MSU GSA.

Please note that this form must be turned in to the department head by or before noon (11:59 am) on June 12th for your request to be considered. No exceptions will be made for late requests.

Each department is allowed to nominate two graduate students for travel funding from the College of Arts and Sciences (Graduate Student Travel Support (GSTS)) and the Graduate School (TAGGS) each cycle (late summer/ fall; early summer/ spring). Note that you CANNOT apply for either of these travel grants, in either cycle, without departmental approval. Please also note that a student funded in the late summer/ fall cycle will not be considered for funding again in the early summer/ spring cycle of an academic/ calendar year.

- Would you like to be considered for TAGGS funding for late summer/ fall: _____
- Would you like to be considered for College of Arts and Sciences (CAS/GSTS) funding for late summer/ fall: _____

The department can nominate two students per funding cycle, depending on when you are traveling.

Conference/ Meeting (e.g. AAA, ASOR): _____

Conference/ Meeting Location: _____

Conference/ Meeting Dates: _____

Estimated Cost of Attendance and Participation:

- Airfare and/ or Ground Transportation: _____ (Total)
- Membership/ Registration costs: _____
- Lodging (per day/ per diem): _____ / per day; Total: _____
- Meals (per day/ per diem): _____ / per day; Total: _____
- Total estimated cost of attendance: _____

Please answer the following:

1. In what semester and year did you enter the MA program? _____
2. Have you had prior AMEC, CAS/ GSTS and/or TAGGS travel funding and if so, how many times?
 - AMEC: _____, _____ times
 - CAS/ GSTS: _____, _____ times

- TAGGS: _____, _____ times

[*Score: 3 times = 0; 2 times = 1; 1 time = 2; 0 times = 3 for each. Total score: _____ / 9]

(*Priority is given to students who have not previously received funding from any of these sources or have not received it multiple times.)

3. Are you presenting a poster/ paper (abstract submitted, accepted) or do you plan to present a paper/poster (abstract not yet submitted)? If you have not yet submitted it, when will you submit the abstract?

[*Score: presenting poster/ paper = 3; not presenting, attending only = 0; Total score: _____ / 3]

(*Priority is given to students who are presenting a poster/ paper vs. attending without presenting).

4. If you are presenting a poster/ paper, are you volunteering the abstract (general session/ panel) or you have been invited to present it (invited session/ panel)?

[*Score: invited = 3; volunteered = 2; Total score: _____ / 3]

(*Priority is given to students who have been invited to present).

5. Is your poster/ paper derived from (please mark only one):

- MA Thesis research: _____
- Internship research: _____
- Research conducted before starting the MA program at MSU, not with MSU faculty:

- Independent, non-thesis or internship research, such as that conducted with your Major Professor: _____

[*Score: thesis research/ Internship research/ independent research = 3; pre-MSU research = 2; Total score: _____ / 3]

(*Research conducted at MSU is given priority for funding.)

6. What is your current GPA in the MA program at MSU? _____

[*Score: 3.5 or higher = 3; 3.5 – 3.25 = 2; 3.25 – 3.0 = 1; Total score: _____ / 3]

(Students below a 3.0 GPA will not be considered for funding.)

7. Did you submit an APAN MA Student Annual Self-Evaluation in the preceding academic year?

[*Score: yes = 3; no = 0]

(*Students who do not submit an annual self-evaluation reduce their chances of receiving departmental funding.)

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Student Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date Received _____

Total Score _____/24 * Total score is used to determine eligibility for funding.

Final Decision _____ (Awarded funding, not awarded funding)

Amount Awarded _____ *Form Revised 6/07/2022*