**NMSU COLLEGE OF ARTS AND SCIENCES**

**Spring 2022 APPLICATION FOR GRADUATE STUDENT TRAVEL GRANT AWARD**

**COVERING TRAVEL DURING THE DATES: January 01, 2022 – June 10, 2022**

**APPLICATION SUBMISSION DEADLINE: 9:00 PM MST, Friday, December 10th, 2021**

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| --- | --- | --- | --- |
| **1. APPLICANT** |  |  |  |
| **Your Full Name** |  | **BANNER ID** |  |
| Department |  | Your email |  |
| Program in which you are seeking your graduate degree |  | Degree you are seeking | PhD MFA  MA MS  MM MME MCJ  Other: |
| Advisor Name |  | Advisor Email |  |

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| --- | --- |
| **2. TRAVEL DETAILS** |  |
| Reason for Travel |  |
| Location / Destination |  |
| Start Date (MM/DD/YY) |  |
| End Date (MM/DD/YY) |  |
| Title of Presentation |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| CHECK APPROPRIATE BOXES: |  |  |  |  |  |  |  |
| **Meeting Type** |  |  | **Presentation** |  |  | **Attendance** |  |
| General Society Meeting |  |  | Performance |  |  | Invited |  |
| Specialty Conference |  |  | Exhibition |  |  | Contributed |  |
| Workshop or Exhibition |  |  | Oral/Panel |  |  | Attending Only |  |
| Collaboration meeting |  |  | Poster |  |  | Shipping only |  |

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| **2. BUDGET DETAILS (Maximum College of Arts & Sciences Graduate Student Travel Grant amount is $500)** |
| NOTE: Insert values below and sum values to provide totals; keep this material on this page of the application |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Travel Expense Travel Department Advisor Conference Other TOTAL  Grant Support Support Support Support $  $ $ $ $ $ |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Air fare | $0 | $0 | $0 | $0 | $0 | $0 |
| Car Rental | $0 | $0 | $0 | $0 | $0 | $0 |
| Ground transport | $0 | $0 | $0 | $0 | $0 | $0 |
| Hotel (total for full stay) | $0 | $0 | $0 | $0 | $0 | $0 |
| Meals (total for all days) | $0 | $0 | $0 | $0 | $0 | $0 |
| Registration Fee | $0 | $0 | $0 | $0 | $0 | $0 |
| Other (including Shipping) costs\*\* | $0 | $0 | $0 | $0 | $0 | $0 |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |

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| \* Matching funds are encouraged, but are not required; remember, **maximum Travel Grant Award is $500** |

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| **3. APPLICANT STATEMENT** |
| Instructions: Provide a description of the outcome(s) that you will present at your desitination/event and the motivation behind the work that resulted in these outcomes. Provide a description of the importance of this meeting to the advancement of your career. Helpful information would include: What is your career stage as a graduate student? Is this your first conference presentation? Is this a dissertation/thesis, invited, or contributed performance or exhibition or presentation? Will you be meeting specific colleagues or collaborators? Why do you believe you should attend this conference? What are your career goals and how does this meeting help advance your goals? [this box will expand; please keep to no more than **500 words**]. ***Delete this and the preceding informational text within this text box after you have created and entered your own text within this box*.** |

**4. PREVIOUS RECEIPT OF COLLEGE OF ARTS AND SCIENCES GRADUATE TRAVEL GRANT FUNDING**

**If you were awarded a College of Arts & Sciences Graduate Student Travel Grant during the Spring 2020 Graduate Student Travel Grant application opportunities YOU ARE NOT ELIGIBLE to be selected for this Spring 2022 award opportunity.**

If you have previously been the recipient of a College of Arts & Sciences Graduate Student Travel Grant please provide the information requested below.

|  |  |  |
| --- | --- | --- |
| **Semester/Year** | **Conference/Destination** | **Amount Awarded** |
|  |  | $0 |
|  |  | $0 |

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| **5. BUDGET JUSTIFICATION** |
| Instructions: Provide a *thorough* yet brief (250 word maximum) justification for the amounts requested in each of the budget categories that are needed in order for you to conduct your travel or shipment. For air travel, car rental, hotel and shipping costs, provide details of how costs were estimated. For hotel, provide the daily room rate and per diem rate for your destination. **This information is critical to the evaluation of your application**. [this box will expand as needed]. ***Delete this and the preceding informational text after you have created and entered your own text within this box.*** |

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| **6. STATEMENT FROM APPLICANT’S PRIMARY ACADEMIC ADVISOR** |
| Graduate Advisor, please provide a description of the applicant’s accomplishments while undertaking the scholarship/ creative activity / research that is the motivation for the applicant’s travel. Provide a description of their contributions and an overview of any of their results to be presented. **It is recommended that the advisor provide the text to the applicant, who then can cut-and-paste the statement into this box. Please maintain 10pt font size**. [**this box will expand; please keep to no more than 300 words**] ***Delete this and the preceding informational text after you have created and entered your Advisor’s text within this box.*** |

**7. VERIFICATION OF PARTICIPATION / ATTENDANCE**

If you are awarded a Travel Grant, after your travel when you are requesting awarded funds as reimbursement for your out-of-pocket expenses, you will be required to demonstrate your participation in the meeting / conference / collaboration / exhibition for which you submitted your application. Participation verification can be demonstrated in the form of a registration receipt, your name badge, your name listed among those presenting, etc. For a Collaboration visit, a letter from your Collaborator will be sufficient**.** A shipping receipt and your name in the listing of Exhibitors is also appropriate documentation.

**8. CAREER IMPACT**

It is not required that the student applicant is exhibiting original material or presenting original scholarship in order to apply. For example, the student may be attending to critique original material being presented by others or to educate themselves about research related to their own.  However, **applicants who are exhibiting original work or a performance, who are presenting either a research presentation based on the final-year of their original thesis / dissertation / MFA effort, and/or who have job interviews set up at the meeting or exhibition will receive selection recommendation preference.**

Please check ( “X” ) below the boxes that correspond to your career status:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **Career Impact** |  |
|  | Are your presenting your original work? |  |
|  | Are you presenting final-year /dissertation thesis research / creative products? |  |
|  | Do you have job interviews scheduled at meeting? |  |

**9. CURRICULUM VITAE**

As the last portion of your application, attach a copy of your current curriculum vitae as the final document that will become part of the single PDF application document you will submit as described below. If you need guidance regarding what information should be included in your curriculum vitae contact your graduate advisor for assistance.

**TO SUBMIT:** Save this completed application document and your curriculum vitae as a single **PDF file,** with the filename “Lastname-Firstname-SPRING2022TG.pdf”, where “Lastname” is your surname and “Firstname” is your given name as they appear on BANNER.

Email the PDF file to [asgrdtrvl@nmsu.edu](mailto:asgrdtrvl@nmsu.edu) with the subject line “Spring 2022 A&S TG Application”. In the body of the email provide your full name, department, email address, and phone number. **For further details, see the Guidelines / instructions on the application web page.**

**If your application submission is successful you will receive a confirmation email within 24 hours. If you do not receive a confirmation email contact Dr. Jim Murphy at** [**murphy@nmsu.edu**](mailto:murphy@nmsu.edu) **.**

**If you have any questions please email the question(s) to: Dr. Jim Murphy** [**murphy@nmsu.edu**](mailto:murphy@nmsu.edu) **.**