

**NMSU COLLEGE OF ARTS AND SCIENCES**  
**Spring 2019 APPLICATION FOR GRADUATE STUDENT TRAVEL GRANT AWARD**  
**COVERING TRAVEL DURING THE DATES: February 01, 2019 – June 10, 2019**  
**APPLICATION SUBMISSION DEADLINE: 11:59 PM MST, Monday, January 28<sup>th</sup>, 2019**

**1. APPLICANT**

<b>Your Full Name</b>		<b>BANNER ID</b>	
Department		Your email	
Program Degree		PhD MFA MA MS MM MME	
Advisor Name		Advisor Email	

**2. TRAVEL DETAILS**

Reason for Travel	
Location / Destination	
Start Date (MM/DD/YY)	
End Date (MM/DD/YY)	
Title of Presentation	

CHECK APPROPRIATE BOXES:

<b>Meeting Type</b>		<b>Presentation</b>		<b>Attendance</b>	
General Society Meeting	<input type="checkbox"/>	Oral	<input type="checkbox"/>	Invited	<input type="checkbox"/>
Specialty Conference	<input type="checkbox"/>	Poster	<input type="checkbox"/>	Contributed	<input type="checkbox"/>
Workshop or Exhibition	<input type="checkbox"/>	Prose/Art/Theater	<input type="checkbox"/>	Attending Only	<input type="checkbox"/>
Collaboration	<input type="checkbox"/>			Shipping Only	<input type="checkbox"/>

**2. BUDGET DETAILS (Maximum College of Arts & Sciences Travel Grant amount is \$500)**

NOTE: Insert values below and sum values to provide totals; keep this material on this page of the application

Item	Travel Grant Funds Requested	Department Matching *	Advisor Matching *	Conference Matching *	Other Matching *	TOTAL (request+ matching)
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
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Description of "Other Matching" funds above:

### 3. APPLICANT STATEMENT

Instructions: Provide a description of the outcomes that you will present 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, 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 400 words]. **Delete this and the preceding informational text 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 2018 or Fall 2018 Graduate Student Travel Grant application opportunities **YOU ARE NOT ELIGIBLE** to be selected for this Spring 2019 award.

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	Amount Awarded
		\$0
		\$0

### 5. BUDGET JUSTIFICATION

Instructions: Provide a description (300 word maximum) justifying the award 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. **This information is critical to the evaluation of your application. Delete this and the preceding informational text after you have created and entered your own text within this box.**

## 6. STATEMENT FROM APPLICANT'S PRIMARY ACADEMIC ADVISOR

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 brief description of their contributions and an overview any of their results to be presented. **It is recommended that the advisor provide the text for 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 original thesis/ dissertation / MFA effort, or who have job interviews set up at the meeting or exhibition may receive selection preference.**

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

### Career Impact

Are you presenting your original work?

Are you presenting final-year thesis or dissertation or MFA results?

Do you have job interviews scheduled at meeting?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**TO SUBMIT:** Save this completed application as a **PDF file** with the filename "Lastname-Firstname-SPRING2019TG.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 2019 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.**