

NMSU COLLEGE OF ARTS AND SCIENCES
GUIDELINES FOR APPLICATION FOR A COLLEGE OF A&S GRADUATE STUDENT TRAVEL GRANT
Spring 2019 (for Travel occurring during the February 01 – June 10, 2019 time period)
APPLICATION SUBMISSION DEADLINE is 11:59 PM MST, Monday, January 28th, 2019.
(last update: December 2018)

This document provides additional details to assist in filling out the Travel Grant application form. When entering text, maintain the format of all text boxes and check boxes. The more detail you provide, the better the committee can assess your application, which will enhance your prospects for an award.

~10 GRAD STUDENT TRAVEL GRANT AWARDS WILL BE AVAILABLE FOR Spring 2019

ELIGIBILITY

- 1) You must currently be enrolled in a graduate program in an academic department in the College of Arts and Sciences (A&S). **You must have a cumulative NMSU graduate level GPA of 3.0 or higher.**
- 2) If you were awarded an A&S Travel Grant during the Spring 2018 or Fall 2018 application opportunity, you are **NOT eligible** for an award in this current Spring 2019 opportunity.

It is not required that you present original work at the meeting or exhibit you propose to attend, but applicants presenting their own original work will receive substantial preferential selection consideration.

The Application document you will complete has the following sections:

1. APPLICANT

Full Name – enter your first and last name as it appears on your BANNER account

Department – enter the full name of the department of your program

Program Degree – if different from your department name, enter your degree program

Advisor Name – enter the full name of your faculty advisor for the research or material you will be presenting; this should be the individual in your department that is directly mentoring you and will provide the statement in Panel 8: “Statement from Applicant’s Primary Advisor”

Banner ID – enter your full NMSU Banner ID

Your Email – enter the full email address at which you wish to correspond with regards to this application (does not need to be @nmsu.edu)

Advisor’s Email – enter the full @nmsu.edu email address of the faculty advisor you listed in the field “Advisor Name”

TRAVEL DETAILS

Name – provide the full name of the conference or exhibition you are attending. If you are requesting funds for a collaboration, provide a descriptive name of the collaboration. If you are requesting funding to cover the cost of shipping an original piece you have created, provide the name of the Exhibition.

Location – provide the city, state, and country where the proposed activities will take place; if collaborating, put the name of the institute you will be visiting

Start Date – enter the start date of the planned travel; use numeric MM/DD/YY format

End Date – enter the end date of the planned travel; use numeric MM/DD/YY format

Title of Presentation – if presenting, enter the title of your talk (oral), poster, or exhibit; if collaborating, enter the name of the talk/presentation you plan to give during your period of your collaboration;

CHECK BOXES: Check the appropriate boxes under each of the categories (do not enter spaces or a carriage return; keep the box shape as is)

Meeting Type:

- **A General Society Meeting** is a meeting sponsored by a professional society; these are usually annual events with several hundred to several thousand participants.
- **A Specialty Conference** is a national or international meeting of professionals in your field in which talks and posters will be presented; these meetings usually encompass a single subfield of the broader profession in which you are studying.
- **A Workshop** can be a smaller or more intimate version of a Specialty Meeting; it is usually somewhat less formal and may include breaking into splinter groups and/or dedicated discussion sessions.
- **An Exhibition** is a gathering where oral or written prose, artwork, vocal or instrumental performance, or theatrical works are presented.
- **A Collaboration** is a dedicated gathering between two or more individuals working on a specific project. It is highly focused. *Note: if you are requesting funds to travel for a collaboration, it is required that you will be giving a talk/presentation at the institute you will be visiting in order for you to be eligible for an award.*

Presentation: (if not making a presentation of original work, leave unchecked)

- **An Oral** presentation is a vocal performance or talk or panel (usually with projection of slides) given to the body of participants at the conferences. In science fields, this is sometimes called “presenting a paper”.
- **A Poster** is usually presented in a Poster Session at a conference or meeting.
- **Prose/Art/Performance** refers to a presentation of original literature, art, theater, music, or other material.

Attendance:

- **Invited** refers to an actual unsolicited invitation to deliver an “invited talk” or presentation. This is the highest level of attendance.
- **Contributed** refers to talks/posters or exhibits for which you responded to a solicitation for presentations and applied to the organizing entity, who then approved your presentation.
- **Attending Only** refers to your presence at the meeting as an opportunity for you to learn about new research in your area of study or for you to engage in critiquing the exhibits of other professionals in your field, but you are not presenting..
- **Shipping Only** refers to your using award funds to transport an item to an exhibition

2. BUDGET DETAILS

Populate the table by entering appropriate dollar amounts in each category provided as they apply. *Matching funds are not required, but are highly encouraged.* It is essential that you list all matching funds that you have identified for your travel and enter them in the table.

Directions for filling out the Budget Table: In the last column to the right labeled “TOTAL”, sum the rows corresponding the “Item” for funding and enter the sum. In the bottom row, add all “Items” for each contributor (column) and enter the sum. **It is important that this table is fully populated. Note: awarded Travel Grants will be no greater than \$500, however, it is very important for the Committee to know the total required amount for your travel and how costs in excess of \$500 will be paid for, therefore, the total amount at the bottom of the “Applicant Request” column can exceed \$500.**

Box labeled “Description of Other” – if certain items were categorized as “Other” in the budget detail table, provide a brief explanation, such as “personal funds”, “self-managed scholarship funds”, or “provided by collaborator”. When filling out this box, maintain the formatting of the document such that the full box remains on the first page of the application.

3. APPLICANT STATEMENT

Provide a description of the original work outcome(s) you will present and the motivation for that work. Provide a statement explaining how this meeting or exhibition is important to your career. Provide what year you are in graduate school and how long you have been working on the original material you are presenting. **Avoid using broad unspecific statements** such as “This will allow me to present my work”. Articulate specific statements with regards to your career goals and how this meeting helps you to achieve these goals. Please limit your statement to 400 words or less.

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

Fill out the provided table. **Note:** *if you were awarded a Travel Grant during either **Spring 2018 or Fall 2018** Travel Grant application process **you ARE NOT eligible** to be selected for a Spring 2019 Graduate Student Travel Grant award.*

5. BUDGET JUSTIFICATION

Provide a **brief but detailed narrative of the budget** needed for your travel and attendance. This is a very important component of the application so do not leave out any components of the budget. For example, for airfare, put the name of the carrier and the roundtrip cost. If renting a car, provide justification for the need for a car. For hotels, put the daily rate and the number of days of your stay. If a cost is estimated, identify it as being estimated, and provide how the cost was estimated. Keep your narrative such that the text box remains on the page and does not extend to the next page.

6. STATEMENT FROM APPLICANT'S ACADEMIC ADVISOR

You should have your primary academic advisor look over your application. Then, have your primary academic advisor prepare a brief (300 words or less) statement describing your original work and/or reason for attendance. They should address how long you have been working on the project, what are the main accomplishments you have achieved, and a summary of what your work is about and its importance to your professional field. If your advisor is unable to provide matching funds, he/she may wish to address their current funding situation in their statement [optional]. *Note: the application system does not provide a mechanism for your advisor to separately submit their statement. We recommend that your advisor provide the text to you and that you cut and paste it into the provided text box. Please maintain the font used in the application document.*

7. VERIFICATION OF ATTENDANCE (REQUIRED ONLY IF YOU ARE AWARDED A GRANT)

If awarded a College of Arts & Sciences Graduate Student Travel Grant, it is required that the applicant present a document verifying attendance/participation at the time that reimbursement is being requested in order to obtain funding. **The verification is not due at the time of the application; if you are awarded a Travel Grant, then you will then be instructed to submit the verification before the reimbursement funds will be released to you.**

8.0 CAREER IMPACT

The Application document includes a section with check boxes for you to indicate which if any of the following apply to you at the current time:

- **Are you presenting original work?** – check this box only if you are presenting original work that is a component of your thesis / dissertation that you are working on toward your degree completion.
- **Are you presenting your final-year thesis/dissertation work?** – check this box only if you are in your final year of degree completion and will be presenting your own original results/outcomes.
- **Do you have job interviews scheduled at the meeting?** – check this box only if you are either (1) participating in career fair at the meeting/exhibit or (2) have scheduled interviews.

TO SUBMIT YOUR APPLICATION:

Save the completed Travel Grant application as a **PDF file named** “Lastname-Firstname-SPRING2019TG.pdf”, where “Lastname” is your surname and “Firstname” is your given name as they appear on BANNER. Attach the **PDF file** to an email and email to asgrdtrvl@nmsu.edu with the subject line “Spring 2019 A&S TG Application”. **In the body of the email** provide your full name, your academic department, your email address, and your phone number.

If you have questions:

Send an email to Associate Dean Jim Murphy at murphy@ad.nmsu.edu with the subject “A&S Graduate Student Travel Grant Question”.