

**PH.D. TRAVEL GRANT
INSTRUCTIONS**

A limited amount of money is available each year to support Ph.D. students' travel expenses for dissertation related work and to enhance student programs by attending professional meetings or by participating in archaeological expeditions, course-workshops, and similar events. If you wish to apply for such funds, please fill out the form on the following page. You should describe the event you wish to attend and if possible attach a published description of the event with your application. Students usually receive only one grant during their time in Program. The maximum grant that can be awarded is \$1000; and lesser amounts may be given depending on the number of applicants and need. Preference may be given to those closest to the end of their program. The Advanced Programs Committee will consider applications for the period from June through May 31 of the following year at its March meeting.

In addition to the total dollar amount requested, the Committee must have an estimate of how the money will be spent by category, e.g., approximately \$xxx airline travel; \$yyy conference fee; approximately \$zzz food and accommodations.

Funds are awarded in March for use in the next fiscal year (June 1 through May 31). This means that any plane flight, conference, course or expedition that a travel grant is awarded to help support must actually have occurred during this period.

The deadline for submitting applications is 5:00 pm on February 15. The form should be delivered to the Office of the Dean for Academic Affairs.

**PH.D. TRAVEL GRANT
APPLICATION FORM**

Name _____
Program (BIIN or PT)

| _____ Entering Semester | _____ Hours Completed | _____ Amount Requested | _____ Have you applied before? When? Amount of Money Received? |
|-------------------------------|-----------------------------|------------------------------|--|
|-------------------------------|-----------------------------|------------------------------|--|

Estimated Breakdown of Expenses \$ _____ TRAVEL
\$ _____ REGISTRATION
\$ _____ FOOD / ACCOMMODATIONS

Date of event: _____
(Note: Travel must take place between June 1 and May 31 of the award year.)

Description of event: _____

How participation may help my program or career: _____

Date of application _____
Signature

Committee Action _____
Date