

Department of Psychological Sciences
Graduate Student Travel Grants
(Revised 17 Sept 2019)

All graduate students in the Department of Psychological Sciences **who present research at a professional meeting or travel to obtain training that is not available locally** are eligible to apply for a graduate student travel grant.

For presentation of research at a professional meeting, the amount of each grant is based on the prestige of the professional meeting, the author order of the presentation on the poster or presentation, and how many times in a given academic year (starting on July 1) a travel grant is awarded to a graduate student. The total amount of the travel grant cannot exceed the total cost of travel, lodging, and registration fees for that professional meeting. The maximum amount for a travel grant is \$500. In order to obtain full support for travel to a conference based on our point system, you must have been supervised (or co-supervised) by a faculty member in our department on the work to be presented. Students whose work is done outside the department and not supervised (or co-supervised) by one of our department faculty can receive ½ the regular award based on our point system.

The amount of a travel grant for the purpose of traveling to another location to obtain training depends on whether you have to submit a competitive application for participating in that training. Competitive application means that admission to that training program required you to submit a formal application in which you justify why you should be admitted. The maximum amount of a travel award for acceptance into a competitive training program is \$500. For all others, the maximum award is \$250. No travel awards will be given for online training or training that does not require travel outside Manhattan.

ONLY 1 SUBMISSION PER PROFESSIONAL MEETING IS ALLOWED. If you are giving multiple presentations at a single professional meeting, submit an application for the one presentation at that conference on which you have the highest authorship order. You cannot obtain an additional travel grant to attend a workshop at the same meeting where you present a paper or poster.

When counting the number of times you have been funded for travel in the current academic year, **ONLY count the Department of Psychological Sciences Graduate Student Travel Grant.** Other funding (for example, Graduate School funding) is NOT counted.

Applications can be submitted at any time after you learn that your paper/presentation or application to attend training is accepted. **TO APPLY:**

- 1) Complete the travel grant application form (located on K-State Online under Graduate Studies)
- 2) Get an advising faculty member on your project to sign the form (to verify that the faculty endorses your application for the travel funds based on your presentation at the conference or training)
- 3) Provide proof of acceptance of your presentation by the conference (a letter or e-mail of acceptance from the conference or a printout of a conference webpage listing your name and presentation title). For training, submit evidence that you are accepted into the training program.
- 4) Provide a copy of your abstract (including title and list of authors) as it was submitted to your conference or the application you submitted for acceptance into the training program.
- 5) **Create a single PDF file containing these items and email it to Dr. Lake (lakec@ksu.edu).** You can merge into a single file in Word or Acrobat, or using a free tool (<https://smallpdf.com/merge-pdf> or <https://www.pdfmerge.com>)

Four faculty committee members (comprised of one faculty member from each area) will review all applications and determine appropriate grant amounts.

OBTAINING FUNDS AFTER RECEIVING A TRAVEL GRANT:

All funds are paid by reimbursement; students pay their expenses up front and are reimbursed, up to the maximum amount, when they return from their travels. Detailed receipts must be saved in order to claim reimbursement. Travel grant recipients **will receive an award email with detailed instructions.**

- **BEFORE you travel you MUST** complete a travel request form and submit it to Arts & Sciences Shared Services. Additional instructions are provided in the award email.

If you have any questions about this procedure, please contact Dr. Lake (lakec@ksu.edu).