



Graduate College Research Travel Award Application

Graduate students seeking to attend virtual or in-person professional conferences to present research during the 2024-2025 academic year are eligible for consideration for one award. The Graduate College will award funds **up to a maximum of \$800** (virtual, max. \$300 for conference fees only). The award provides funding for presenting original research at conferences. The amounts will be determined based on the conference's nature.

The periods for full consideration of travel are:

- **August 1** for September 1 – January 31 conference dates
- **January 1** for February – August 31 conference dates

All required documents must be submitted *at least 3 weeks prior to your conference*. Requests later than 3 weeks prior to conferences will be reviewed but may not be funded.

Funds are available and will be disbursed based on conference type, availability of other funding (e.g., from department or academic college, and recommendation of faculty and/or program director).

The following types of presentations will be considered for funding:

- Research paper or * Project Presentation (**project presentation is meant for those discipline that are not necessarily conducting or presenting research, but rather highlighting scholarly work*)
- Fine Arts Performance or Pedagogy Presentation
- Roundtable or Panel Discussion
- Poster Presentation

Application Process

Students who wish to apply must submit the complete packet, with all attachments to gradcollegeforms@kennesaw.edu

1. Completed Application (including the applicant and Program Director/Program Coordinator's signatures)
2. Submit a one-page summary of research and statement on the benefits of attending conference for successful completion of their graduate degree
3. Submit a copy of you conference presentation acceptance letter or email

Incomplete packets may not be considered. Please collect and attach all required materials prior to submission. Additional travel authorization documents may be required per Kennesaw State Policy. Please review the [Graduate Research Travel Award](#) page for further information.

Eligibility

Graduate students who apply for the Research Travel Award must meet the following eligibility criteria during the semester when the fund will be used.

- Be in [Good Standing](#) (minimum institutional GPA of 3.0)
- Be enrolled in a minimum of (6) credit hours OR enrolled in thesis/dissertation hours

Note that no more than two student authors on the project or presentation can be eligible to receive the Research Travel Award.



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Reimbursement Process

To ensure reimbursement, the following must be submitted no later than **10 working days** after completion of the conference.

- Complete the Travel Expense Statement Form.
- Submit a copy of your certificate of attendance at the conference.
- Submit all travel receipts (i.e., airfare, hotel, car rental/taxi, mileage, registration, meals, etc.).
- A photo of the credit card (only the last four digits), copy of the bank statement (black out all transaction not pertaining to the conference), or check used for each transaction.

If you are receiving travel funds from multiple departments, ONE expense statement should be completed for both departments.



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Student Information	
KSU ID#:	KSU Email:
Last Name	First Name
Academic College and Degree Program:	Degree Level: <input checked="" type="radio"/> Master's <input checked="" type="radio"/> Specialist <input type="radio"/> Doctoral

Conference and Presentation Details	
Name of Conference:	
Title of Presentation:	
Name of Presenter:	
Type of Presentation: (i.e., Roundtable, Panel, etc.)	
Conference City and State:	
Conference Dates:	

Projected Budget	
Airfare/Transportation:	
Hotel/Housing	
Registration Fee:	
Other:	
Total:	

Funding Consideration Requirements:

- I am in Good Standing (minimum institutional GPA of 3.0)
- I am currently enrolled in at least 6 credit hours or thesis/dissertation hours.
- I have attached a one-page summary of my research and included a statement of benefits.
- I have attached my acceptance conference letter/email travel.
- I will submit expense form and all receipts no later than 10 working days after completion of the conference.

Student Signature:

Date:

Signature of Program Director/Program Coordinator:

Date: