

MSUB GRADUATE STUDENT RESEARCH TRAVEL FUND REQUEST

The purpose of the Graduate Student Research Travel Fund is to promote and encourage research by graduate students thereby furthering and enhancing the academic endeavors of the student and promoting graduate studies at Montana State University Billings (MSUB). Funds will be allocated to students for travel to present a completed scholarly project or activity at a sectional, state, regional or national professional meeting.

Eligible students may receive up to \$250.00 for in-state and \$500.00 for out of state presentations. Presentations formats may include poster presentations, demonstration, panel presentations, workshops, or paper presentations. Additionally, as part of the application, the graduate student who receives travel funds *must* agree to *be interviewed and highlighted on the Graduate Studies web page*.

To be eligible, students must have:

- A. Completed 50% of program by date of travel
- B. Program faculty sponsorship
- C. Good academic standing at time of request
- D. Been enrolled at time of request
- E. Not previously been awarded Research Travel Funds
- F. Completed original research for presentation
- G. Be listed as primary or secondary presenter

To apply, submit the following at least 60 days prior to expected travel date to the MSUB Graduate Office in McMullen Hall.

- 1. Application for Research Travel Funding
- 2. Prospectus of presentation
- 3. Copy of program or conference, and a letter of acceptance
- 4. Completed Travel Authorization Form

Incomplete applications or applications lacking faculty sponsorship will not be considered. The MSUB Graduate Committee will notify students in writing of the committee's final decision within four weeks of application submission. Upon notification, students will receive a packet of materials for their travel.

