MONTCLAIR STATE UNIVERSITY Student Research

The Graduate School (TGS) Student Research and Conference Travel Fund (SRCTF) Award Application

Through the Student Research and Conference Travel Fund Award (SRCTF), The Graduate School provides funds to graduate students enrolled in degree programs to participate in professional development for the current academic year. Activities that may be funded include: presenting research at a conference, and/or travel for gathering data for research.

Any graduate student in good standing (as determined by The Graduate School) is eligible to submit a request for no more than half the expended amount (maximum \$300) for reimbursement of expenses incurred. A graduate student is eligible to receive this award up to three times in their graduate career, but no more than once each semester.

Application Process:

*Deadline for application submission: One month prior to travel.

*NOTE: award is subject to available funding – applications will be considered in the order in which they are received.

- 1. Assemble application packet:
 - a. Completed application form
 - b. Letter of recommendation, addressed to The Graduate School, from a professor endorsing your research project and/or your presentation at the conference.
 - c. Conference information
 - d. Proof of acceptance for presentation
 - e. Current resume/CV
 - f. If applicable, a copy of your approved IRB form
- 2. Completed application packets should be returned to:

The Graduate School, 4th Floor Student Research & Conference Travel Fund Montclair State University 1 Normal Ave. Montclair, NJ 07043

3. The Graduate School will review your application and will send a letter indicating the status of your request.

Travel Award Selection Criteria

Funding is limited and will be awarded on a first-come, first-served basis, as determined by The Graduate School. **Incomplete applications will not be reviewed**. This travel award should not be expected to provide 100% of the funding required to attend an event. The applicants should understand they will probably not receive all of the funding necessary to travel and should make appropriate financial plans.



Application Cover Sheet

To be completed by student:
Name: CWID:
Date of Application Completion://
Requested Amount: \$
Conference Name or Research Title:
Dates of travel:
Name of Faculty reference:
*Reminder: deadline for application submission is one month prior to travel
The Graduate School use only
Date of application submission:
Approved Amount: \$
Graduate Student Services Coordinator or Designee:
Dean of the Graduate School or Designee:



Name		CWID:		
Address:		 E-mail :		
Phone:(h)		(c)	<u>_</u>	
Graduate Program:				
	Research	Activity Information		
I am: D presentir	ng at a conference	gathering data for res	earch	
I am: presenting at a conference gathering data for research other:				
Names and Dates of Conference/Data Session:				
Type of Conference, if	applicable (e.g., reg	ional, national):		
_		_		
Type of Presentation:	\Box Thesis \Box Di	ssertation		
Estimated Total Cost of Trip: \$ \$				
<u>Reminder</u> : You may \$300, whichever is		% of the total cost of the trip or		
Amount requested from The Graduate School (\$300 max.): \$				
Amount you are receiving from any other MSU department: \$				
		ed Total Cost of Trip, as listed	above. You may visit	
gsa.gov for per diem rat	tes.			
Conference Registration Air transportation:	n: \$	Lodging: Ground transport:	\$	
Air transportation: Per diem food/M&IE p	\$ \$			



Supplemental Information

1. Have you received funding from the SRCTF previously? If yes, please include dates and amounts awarded.

2. Why are you attending the conference (professional development, representing your department, participating in a panel discussion, etc.)?

3. How will the conference benefit you both as a student and as a future professional?

NOTE: AFTER RETURNING FROM THE CONFERENCE

If granted an award, you must submit original proof of payment after your return from the conference or data collection. Once proof of payment is submitted, you will be contacted by The Graduate School to sign the appropriate paperwork to initiate reimbursement. If you do not submit proof of payment within 1 month of travel, your award may be rescinded by The Graduate School.