

Department of Spanish and Portuguese

Travel Grant Application

CONFERENCE TRAVEL

Date _____

Guidelines

1. M.A. students are not eligible for travel grants.
2. Preference will be given to those Ph.D. students who have not received a travel grant in the preceding year.
3. The completed application (including brief letter of recommendation) must reach the Graduate Office at least one full week prior to travel date. Late submission may cause the application to be denied.
4. Dollar amounts and the number of times a student can apply for an award will vary depending upon the following:

Students are limited to one grant per calendar year for conferences in any of the following states:

- a) Indiana: Amount of award, \$150.00.
- b) Illinois, Kentucky, Ohio, or Michigan: Amount of award, \$200.00.

Applicants are limited to one grant every two years for conferences in any of the following:

- c) Rest of the States except Alaska and Hawaii: Amount of award, \$350.00.
- d) Alaska, Hawaii, Puerto Rico, Mexico and Canada: Amount of award, \$450.00.
- e) Other countries: Amount to be decided case by case.

If a student is awarded a grant type c), d), or e), he or she will not be eligible that same year for a grant type a) or b). Awards are credited to the student's Bursar account.

5. You may apply as soon as you have received written confirmation of acceptance in a nationally-recognized professional conference in the field of Hispanic literatures or linguistics.
6. All fellowship application materials (excepting faculty recommendation) should be submitted *electronically* as one pdf file and by the due date to the Graduate Administrative Assistant. Faculty recommendations should be sent by email to the Graduate Administrative Assistant by the application deadline.

Supporting Materials

1. A concise (1-2 paragraph) but descriptive summary of the conference presentation material (paper, poster, slides, etc.). The description should include a statement about the importance of the presentation (i.e., contribution to field).
2. A budget of planned expenses including conference registration, travel, meals and incidentals.
3. A copy of the letter from the conference organizers accepting the paper. When available, a copy of the conference program with the applicant's name & paper highlighted.
4. A brief evaluation of the conference presentation material by a professor in the department should be sent separately.

PLEASE TYPE or PRINT CLEARLY

Name of graduate student: _____ IU e-mail: _____

Degree program: _____ G.P.A.: _____ Expected completion date: _____

Professor providing evaluation: _____

1. List all awards received or applied for (IU or external) pertaining to this conference travel:

2. Provide the following information about the conference:

a. Name of conference: _____

b. Location: _____

c. Registration fee: _____ d. Dates: _____

e. Brief description of conference (organizational affiliation, host institution, etc.)

3. Provide the following information about your conference presentation:

a. Title: _____

b. Title (or description) of the session for which your presentation has been accepted:

Approval by the Director of Graduate Studies for submission to Chair: _____ Date _____

Denial by the Director of Graduate Studies for submission to Chair: _____ Date _____

Student Checklist:

- Completed Application Form
- Professor's Evaluation
- Copy of conference letter of acceptance
- Description of Conference Presentation
- Conference program (if available)

Graduate Office Checklist:

- Completed Application Form
- Professor's Evaluation
- Copy of conference letter of acceptance
- Description of Conference Presentation
- Conference program (if available)