
Graduate Student Research & Conference Travel Awards

Purpose/Award Amount

Funding up to a maximum of \$1000 provided by the Office of Research & Sponsored Programs to promote, encourage, and support graduate student research.

Eligibility

- ✓ Currently registered Doctoral and Master's level students at the University of the Pacific after completing 2 semesters of graduate coursework
- ✓ Must be in good academic standing (3.0 GPA minimum)
- ✓ Cannot have any hold(s) on their student account
- ✓ Students are eligible to apply for one Graduate Student Research & Conference Travel Award per academic year.

Application Submission and Department Approval

Students must attach the following and submit to their faculty advisor/program director via email:

1. Completed Graduate Student Research & Conference Travel Funding Application
2. A copy of your submitted abstract and notification of acceptance
3. Completed budget portion of the application including link(s)/documentation of budgeted expenses (i.e. link to conference info website). Airfare must be for economy class travel. Students are encouraged to share a room. Per Diem lodging is based on [current GSA rates](#).
4. Any documentation/statement received regarding any commitments from other University sources (i.e. funding provided by dept., grant, etc.).

Faculty Advisor/Program Director will forward the application by email to osp@pacific.edu with a cc: to their department chair or program director. This electronic submission of an application constitutes confirmation that the application has been vetted and endorsed by the chair of the department or program.

Deadlines

The application deadline for fall semester is the 3rd Friday of September and for spring semester is the 3rd Friday of February. Funding is awarded on a first-come first-serve basis, following Graduate School review.

Budget Information

Allowable Costs: Essential Travel. Travel must be for well-defined research, creative and/or fieldwork, using the least expensive mode of transportation and accommodation (mileage is calculated per IRS standard mileage rate).

Unallowable Costs: Tuition fees, costs of preparing the thesis/dissertation (i.e. editing, formatting, data analysis, etc.), proposal submission, optional pre-conference fees, and internet access while traveling. Travel to consult with members of the T/D committee. Retroactive payments for expenditures incurred or committed prior to review/approval of the application.

Reimbursement Documentation

Detailed receipts of approved expenses must be submitted to the Office of Research & Sponsored Programs at osp@pacific.edu no later than two weeks after the last day of travel for payment. For tax reporting, you must have a completed [W-9 form](#) with the university (can be submitted with receipts at time of reimbursement).

If the student should leave Pacific after receiving the monies, and before the funded travel is completed, they will return all funds to the University.

Graduate Student Research & Conference Travel Funding Application

Student Information:

LEGAL NAME:

_____ Last _____ First _____ Middle

Student ID #: _____ **Email:** _____

Degree: _____ **Program:** _____

Address: _____

City, State, Zip: _____ **Date:** _____

Faculty Advisor Information:

Advisor Name:

_____ Last _____ First _____ Middle

School: _____ **Department:** _____

Pacific Email: _____ **Campus Phone:** _____

Conference Information:

Sponsoring Organization: _____

Conference Title: _____

Conference Location: _____

Conference Dates: _____

Title of Paper/Presentation: _____

Funding Request:

Travel Type	Source/Provider	Est. Cost	Quantity	Total
Airfare				
Car Rental, Taxi, Shuttle				
Conference Fees				
Lodging				
Mileage, Tolls, Parking				
Other:				
Other:				
Other:				
			TOTAL:	
Funding Source		Amount Requested	Amount Approved	Total
Office of Research & Sponsored Programs <i>*up to \$1000</i>				
Other:				
Other:				
Other:				
		TOTAL:		
Personal Contribution		BALANCE:		

For Office of Research & Sponsored Programs Use Only:

Banner Verification: Yes No | Academic Standing: Good Probation | Holds: None Yes | Semester: 2+ <2

Verified: Office of Research & Sponsored Programs

Date

Acknowledged: Assistant Provost for Research

Date