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## Graduate Student Research & Conference Travel Awards

### Purpose/Award Amount

Funding up to a maximum of \$1000 provided by the Graduate School 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 [gradschool@pacific.edu](mailto:gradschool@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 3<sup>rd</sup> Friday of September and for spring semester is the 3<sup>rd</sup> 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 E. Ann Sica [esica@pacific.edu](mailto:esica@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).

### Applicant's Responsibilities

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:				
			<b>TOTAL:</b>	
Funding Source		Amount Requested	Amount Approved	Total
Graduate School *up to \$1000 maximum				
Other:				
Other:				
Other:				
		<b>TOTAL:</b>		
<b>Personal Contribution</b>		<b>BALANCE:</b>		

For Graduate School Office Use Only:

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

Verified: Graduate School \_\_\_\_\_ Date \_\_\_\_\_ Acknowledged: Dean, Graduate School \_\_\_\_\_ Date \_\_\_\_\_