

GGE Graduate Student Travel Funding Application for Fall 2023 Travel (DUE 9-8-2023)

Graduate students may apply to the department to receive funding to offset expenses incurred while attending professional conferences and workshops. While all such funding requests will be considered, those that are backed by equivalent (1:1 match) funding from either the applicant or the applicant's major professor will be given greater consideration. Possible sources of matching funding include:

- Registration fees that are waived due to volunteering at the meeting being attended,
- Pending or awarded travel grants from professional societies, etc.,
- Travel funds from grant funding (either from the student or their major professor), faculty overhead funds, travel funds from student clubs, or out of pocket funds provided by the student.

The total amount of funding received will be based on the total cost of the trip and merit (i.e. whether the student is presenting at the conference and the perceived effort expended to secure matching funds). Applications must include the following information and supporting documentation. **Applications that do not provide the requested information will either be rejected, or will have their awards reduced:**

- Graduate Student Name
- Major professor
- Name and dates of conference (attach abstract if presenting), workshop, etc.
- Reason for attendance (i.e. relevance to research, etc.). This should be more than just one sentence, and should include a description of how attendance/participation will positively impact the student's academics or research.
- Itemized cost and supporting documentation of the proposed trip (i.e. receipts/costs for airfare, lodging, registration, etc. If the trip is still in the planning stages, attach estimates for each item for which funding is requested. Per diem rates are based on current SDBOR guidance.
- A discussion of pending and/or secured supplementary support for the travel provided by:
 - Graduate student
 - Major professor
- A brief letter of endorsement from the major professor that includes an explanation and affirmation of the funding mentioned above (if any) as well as the importance of the trip to the development of the applicant.
- Amount of requested support for the travel (i.e. total trip cost minus supplementary student/major professor support). Make it clear what you are requesting from the department.

Students selected for funding will be reimbursed following the trip. The appropriate state travel forms and documentation **must** be submitted both prior to and after travel in accordance with GGE, SDSMT, and SDBOR policies.