Procedures for Student Travel Funding

To ensure that the funds are used efficiently and distributed fairly, the Graduate Studies Committee (GSC) was tasked to create a list of requirements and conference considerations in order to rank student's applications. The money will be split between two semesters, where the money left over after the fall semester can be provided to applications in the spring. In the event that more than "X" students apply for funding, GSC will select the top ranked applications. Applications should outline the following criteria:

Qualifying Requirements
- A student has not received travel funds from other sources (i.e. grant or award)
- A student must be in *good academic standing* to apply.
    - 3.00+ GPA,
    - 'satisfactory' annual review assessment,
    - may not possess an incomplete extending beyond one semester,
    - registered as a full-time (at least enroll in 10 credits) student,
    - progressing through the program 'on time' as indicated by the handbook requirements.
- The presentation must be original to the student and not replicated from a prior conference presentation (i.e. a student may not make the same presentation two years in a row).
- A student must participate in a *mock presentation* with the faculty, typically scheduled each semester by the GSA.[1]
- Students not meeting theses requirements are disqualified for the award.

Ranking criteria
1. The student is the lead author (**10pts**)
2. The presentation should include: (**10pts**)
    a. Statement of problem/literature/methods (3pts)
    b. Results
        i. Preliminary (5pts)
        ii. Final (10pts)
3. Graduate GPA (**5pts**)
4. Student's proximity to graduation (**5pts**)
    a. On job market (5pts)
    b. ABD (3pts)
5. Prior travel funds received (**5pts**)
    a. No prior funding (5pts)
    b. 1 prior year of funding (3pts)

---

[1] It should be noted travel funds are to be used for panel presentations. Funding for poster presentations will only be provided in rare exceptions or if there is a surplus of funds.

Based on these criteria, a student must meet all the qualifying criteria and place within the top in the point value structure indicated to receive the award. Students will need to submit applications to the Graduate Coordinator by **November 7th** for ASC and **February 15th** for ACJS. Applications should outline the criteria above and will then be ranked by the GSC, with notifications of award acceptance/denial the following week. If less than "X" applications are received, late applications will be considered. If a student declines their award, it will be offered to the next student on the GSC ranking.