

Date: August 8, 2007

To: Graduate Students in the Program in Adult Education, the Program in Educational Administration and Policy, and the Program in Qualitative Research

From: Dr. Sally J. Zepeda, Graduate Coordinator

Re: College of Education Graduate Student Travel Funding Requests **and** Graduate School Travel Requests

Two Graduate Student Travel Funding Requests are presently available to students. The College of Education and the Graduate School Travel Requests both have certain deadlines. The Department of Educational Administration and Policy assumes responsibility for reviewing requests. To meet the COE and the Graduate School Deadlines, we are asking students to submit to the Department:

1. **The College of Education Travel Request on Wednesday, August 29, 2007**
2. **The Graduate School Travel Request on September 10, 2007.**

Time is needed to ensure that the Requests are complete, support and prioritization are provided for the requests being submitted, and other details may be attended to in a timely manner so that the deadlines of the College of Education and the Graduate School are met.

Below are the details of the College of Education Travel Funding Request **and** the Graduate School Travel Request follows.

### **COLLEGE OF EDUCATION TRAVEL REQUEST**

The College of Education has *limited* and *competitive* funds to support Graduate Student Travel for students who will be presenting at national conferences. The criteria and the provisions for this funding opportunity are detailed more fully at <http://www.coe.uga.edu/adresearch/resources/funding/gradtravel.html>

Applications for graduate student travel support are due Tuesday, September 4, 2007 in the Office of the Associate Dean for Research and External Affairs. This award cycle funds travel between October 1 and December 31, 2007.

**Please note that if funding was received for travel in the June 2007 cycle, you will not be eligible for funding until the next June 1 cycle.**

Approval of travel request for any given student will be limited to once per fiscal year. The fiscal-year cycle begins with the June 1 deadline and ends with the March 1 deadline. If students applied June 1, 2007 and received funding, they are not eligible to receive funding again until June 2008.

Please be sure to read the web site for the eligibility requirements and application form and to read the process and procedures outlined below (see Getting Started) to ensure that your application can be processed.

If you have questions after viewing the information at <http://www.coe.uga.edu/adresearch/resources/funding/gradtravel.html> please contact Gabrielle Mason at 542-4558 or [gmason@uga.edu](mailto:gmason@uga.edu) prior to submitting your application.

### **Getting Started:**

If you have had a research proposal accepted for a national conference and seek this funding opportunity, please:

Review the materials at

<http://www.coe.uga.edu/adresearch/resources/funding/gradtravel.html> for applying for a College of Education Graduate Student Travel Funding Request. In brief, you will need to:

- complete the Application Coversheet at [http://www.coe.uga.edu/adresearch/resources/funding/coe\\_programs/coe\\_funding\\_forms/gradcoversheet.pdf](http://www.coe.uga.edu/adresearch/resources/funding/coe_programs/coe_funding_forms/gradcoversheet.pdf)
- Secure and complete a **typed** "Request for Authority to Travel" form (available from Mrs. Marty Davis who may be reached at [ldavis@uga.edu](mailto:ldavis@uga.edu) )
- Secure Endorsements from the major professor and Graduate Coordinator, Dr. Sally J. Zepeda or Department Head, Dr. Ronald M. Cervero (Space for endorsements is provided on the coversheet.)
- Provide an abstract of the research to be presented
- Provide Evidence that the submission has been accepted for presentation
- Include a brochure or other information which describes the meeting or conference
- Give completed packet to the Graduate Coordinator, Dr. Sally Zepeda who will bundle all requests and supporting documentation and submit the applications to the College of Education.

Although the College of Education deadline for receipt of the application is September 4, 2007, I am asking that you complete all information by **Wednesday, August 29, 2007** so that we may ensure all paperwork is in order and so that we may transport the applications to the College of Education. \* 1\*

To be considered eligible for a funding cycle, you must turn in a complete packet, according to the above criteria fully elaborated on the web site. ***Incomplete packets will be considered ineligible and returned to the student*** by the Office of the Associate Dean for Research and External Affairs.

Decisions will be made by the College of Education approximately two weeks after the deadline of September 4, 2007.

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1 Please note that September 1 falls on a Saturday and Monday, September 3, is Labor Day; therefore, the College of Education moves the due date to Tuesday, September 4, 2007.

## GRADUATE SCHOOL TRAVEL FUNDING OPPORTUNITIES

For Information regarding funding opportunities for travel from the Graduate School, please see <http://www.uga.edu/gradschool/financial/travel.html>

### GRADUATE SCHOOL STUDENT TRAVEL FUNDING

A student receiving an invitation to present a paper at a professional meeting within the Continental United States may submit a travel request through the department to the Graduate School. All requests from the department should be submitted at the same time by the requesting department. The following guidelines will be used in considering all such requests:

- First preference will be given to doctoral students. A request from a master's student will be considered ONLY if the department does not offer a doctoral degree.
- The meeting or conference must be of regional or national importance.
- Approval of travel requests will be limited to one trip per student per fiscal year.
- The student must possess a minimum GGPA of 3.50 based on at least five (5) semesters of full- time graduate study at UGA with no grades of "Incomplete" or "No Report".
- Funding will not be provided to students employed as instructors or classified employees.
- The applicant must be registered for classes during the semester of his/her travel. If a student is traveling between semesters, he/she must also be registered for the semester following travel.
- Each request must be on a **typed** "Request for Authority to Travel" form, which is available in the department. The request must be accompanied by evidence that the student's research has been accepted for presentation and by an abstract of the research to be presented. Please do not staple. Also, include name and number of department contact for questions/ mailing somewhere on the Travel Authority.

The above criteria are minimum for **applying** for travel funds. Do not assume that meeting these criteria will automatically guarantee funding. All departmental requests are to be forwarded to the Graduate School business office at one time according to the schedule below. Departmental funding in support of the student's travel will greatly enhance the student's chances for Graduate School funding.

Graduate School Travel funding presently applies for travel from 10/01/07 to 12/31/07. These requests are due on September 15, 2007.

If you are applying for a Graduate School Travel Grant, please have your package ready to turn into the Graduate Coordinator on September 10, 2007. This cushion of time will give us the opportunity to review the requests and ready them for delivery to the Graduate School.