Department of Spanish and Portuguese

Application for travel grant

CONFERENCE TRAVEL

Date __________________________

Guidelines

1. M.A. students are not eligible for travel grants.

2. The Fellowships and Grants Committee will give preference to those Ph.D. students who have not received a travel grant in the preceding year.

3. The completed application must reach the Graduate Office at least three weeks prior to travel date.

4. Dollar amounts and the number of times a student can apply for an award will vary depending upon the following:

Students are limited to one grant per calendar year for conferences in any of the following states:
   a) Indiana: Amount of award, $100.00.
   b) Illinois, Kentucky, Ohio, or Michigan: Amount of award, $150.00.

Applicants are limited to one grant every two years for conferences in any of the following:
   c) Rest of the States except Alaska and Hawaii: Amount of award, $300.00.
   d) Alaska, Hawaii, Puerto Rico, Mexico and Canada: Amount of award, $400.00.
   e) Other countries: Amount to be decided case by case.

If a student is awarded a grant type c), d), or e), he or she will not be eligible that same year for a grant type a) or b). Awards are credited to the student’s Bursar account.

5. You may apply as soon as you have received written confirmation of acceptance in a nationally-recognized professional conference in the field of Hispanic literatures or linguistics.

6. All fellowship application materials (including letters of recommendation) should be submitted electronically and by the due date to the Graduate Administrative Assistant.

Supporting Materials

1. A brief evaluation of the conference presentation material (paper, poster, slides, etc.), written by a professor in the department, as well as a copy of the presentation material in its final form. The professor should be a specialist in the primary field treated in the paper. He or she should receive a copy of the material no later than two months before the date of the conference.

2. A copy of the letter from the conference organizers accepting the paper. When available, a copy of the conference program with the applicant’s name & paper highlighted.
Name of graduate student: ___________________________ 10-digit IU I.D. # __________
Mailing address: ___________________________

Degree program: _______ Citizenship _________ Expected completion date: __________ G.P.A.: ______

1. Please list all previous awards received from Indiana University (fellowship, Rey/Donald Sisters/Rogers fellowship or travel grant, other awards). Please include amount and date:

2. Provide the following information about the conference:
   a. Name of conference: ___________________________
   b. Location: ___________________________
   c. Registration fee: ________________
   d. Dates: ________________
   e. Brief description of the nature of the conference (organizational affiliation, host institution, etc.) __________

3. Provide the following information about your conference presentation:
   a. Title: ___________________________
   b. Title (or description) of the session for which your presentation has been accepted: ___________________________

Approval by the Director of Graduate Studies for submission to Chair: ___________________________ Date _______
Denial by the Director of Graduate Studies for submission to Chair: ___________________________ Date _______

Student Checklist:
☐ Completed Application Form
☐ Professor’s Evaluation
☐ Copy of conference letter of acceptance
☐ Final Draft of Conference Presentation
☐ Conference program (if available)

Graduate Office Checklist:
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Date Application Submitted: ___________________________ Date Application Completed: ___________________________