

University of Arkansas at Little Rock
Graduate Student Travel Matching Grant Application

Guidelines

To the extent resources allow, travel matching grants up to \$500 will be made to students for the purpose of making presentations (oral presentation or poster) at professional conferences outside of Arkansas. Limited funds will be set-aside and awarded each quarter. Preferences will be given to doctoral students, but students working on a master's degree may apply as well. The request will have to include matching funds at a level equal to or greater than the amount requested from the Graduate School for domestic conferences. For students presenting at international venues, the match from non-Graduate School sources must be at least twice that of the Graduate School contribution. Only one author per presentation may be given a grant. The matching funds will pay for only two students per conference. A student may be granted funds only once per year (fiscal year), and no more than two during a student's career at UALR. There will be no retroactive reimbursement for a trip.

Applications should be made and completed no later than two weeks prior to your trip. Please obtain approvals from all parties contributing funds toward this travel before submitting application to the Graduate School. In other words, please have the departments contributing funds to sign and tell how much money they will apply toward the travel.

Attach a letter of invitation to the conference or copy of the conference announcement that lists the presentation, and attach a copy of the abstract or paper.

*Submit the full application **including attachments** to:*

Angela Willis
UALR Graduate School
Otteheimer Library 501C

Students receiving awards must commit to presenting a poster at the UALR Student Research and Creative Works Expo to be held in April.

If you have any questions, please call Angela Willis at (501) 569-8656 or email at aewillis@ualr.edu.

Graduate Student Travel Matching Grant Application

Date Submitted:

Name Email Address @

Phone #

Academic Department Master or Doctoral student

Name of Conference:

Location: Dates:

Have you previously received travel funds from the Graduate Student Travel Matching Grant Program?

Yes No If yes, when did you receive them? How much did you receive?

Estimated costs:

Registration	<input type="text"/>
Air Fare	<input type="text"/>
Lodging/Meals	<input type="text"/>
Other	<input type="text"/>
TOTAL	<input type="text"/>

Don't forget to attach -

- 1) a copy of your letter/email confirming your acceptance to present, and
- 2) A copy of your abstract or paper.

Approvals (signature(s) required plus how much money is being contributed):

Funds Committed

Department: _____

College: _____

Applicant: _____

Other:* _____

*Please attach a letter of commitment or other verification of support from non-UALR sources.

FOAPAL (where funds will be transferred to) _____

Signature of applicant (I agree to present a poster at the UALR Research and Creative Works Expo to be held in April.)

Date

Signature of Applicant's Graduate Program Coordinator or Department Chair (indicates support for proposal)

Date