



DONAGHEY COLLEGE OF
SCIENCE, TECHNOLOGY,
ENGINEERING, AND MATHEMATICS

Donaghey College of STEM (DCSTEM)

Graduate Student Travel Award Application

Travel awards are available, upon request, for all DCSTEM graduate students for presenting an accepted paper/poster at a virtual/in-person professional conferences, to include printing fees, based upon available funding. Graduate students must be enrolled and registered for current semester.

The attached rubric will be used as a guide to determine the award amount(s). If a paper/poster is to be presented, a copy of the abstract (*with authors*), approved conference acceptance and Department Chair/Advisor letter of support. Signature is required by the Academic Advisor, prior to submission of this application/rubric. Submit all completed forms to Mr. Brian Butler at bsbutler2@ualr.edu

Name/T#: _____ Submission Date: _____

Funds will be used for: _____

Name of Event: _____

Location: _____ Dates: _____

Title of Paper/Poster: _____

Authors (*In Order as on Abstract*): _____

Total Award Amount Requested: \$ _____

DCSTEM: \$ _____

School/Department: \$ _____

Other Sources: \$ _____

Academic Advisor (*Please Print*): _____

Signature: _____

Comments: _____

APPROVAL

Department Chair/Director

I hereby approve travel award funding in the amount of: \$ _____

Chair/Director Signature: _____ School/Department: _____ Date: _____

Associate Dean, DCSTEM

I hereby approve travel award funding in the amount of: \$ _____

DCSTEM Associate Dean Signature: _____ Date: _____

Rubric for Award of College Travel Funds to Graduate Students

Name & T#: _____ Advisor: _____ Program: _____

Event Description	Weighted Points				Total Points
	0	1	2	3	4
Last DCSTEM Funded Trip	FY27	FY26	FY25	FY24	Never
Total Award Amount Requested	\$1001 - more	\$751 - more	\$501 - \$750	\$ 201- \$500	\$ 200 or less
Event Participation	Attending Only	Presenting One; <i>Poster/Paper</i>	Presenting Two; <i>Poster/Paper</i>	Presenting Three; <i>Poster/Paper</i>	Presenting Four; <i>Poster/Paper</i>
Authorship Sequence	N/A	N/A	Third Author or Greater	Second Author	Primary/First Author
Enrollment Status	N/A	N/A	N/A	Part Time	Full Time
Matching Department Funds	N/A	0.5 and Below	0.5 to 1:1	1:1 and Greater	N/A
Matching Other Funds	N/A	0.5 and Below	0.5 to 1:1	1:1 and Greater	N/A

- ▶ Individual travel awards will not exceed \$500 (out-of-state) and \$200 (in-state); Journal printing fee awards will not exceed \$500.
- ▶ Request for travel awards during a fiscal year should be submitted by the priority deadlines as follows;
 - »Submit prior to 30 April for Travel Between 1 July thru 31 December
 - »Submit prior to 30 September for Travel Between 1 January thru 30 June

Proposals submitted after these deadlines will be considered on a case by case basis
- ▶ Travel support for only one presenter of a multi-author accepted paper will typically be awarded.