

**DIVISION OF GRADUATE STUDIES**  
**GUIDELINES**  
**GRADUATE STUDENT TRAVEL GRANT**

**PURPOSE:**

Fresno State's Division of Graduate Studies (DGS) awards travel grants to graduate students who have had papers and/or posters accepted for presentation at major professional conferences or society meetings. Recognition of the student's scholarly work in such refereed forums is a source of pride for the university, and the Division provides these funds to encourage and promote its graduate students. The assurance that these special opportunities remain available to students from all university graduate programs rests with the Division, which requires fairness in awarding these travel grants.

**LIMITATIONS:**

Travel grant funds are limited and may not be sufficient to cover all of the requests made for such support. These funds are supplemental to those normally available through the department or college/school. Funding supports only the student who is making the formal presentation. It is expected that the student will formally acknowledge this support from the Division of Graduate Studies in program announcements during the presentation. In those instances where several students from the same department have each had their papers accepted for presentation at the same meeting, students may only receive an equal and proportionate share of a base allocation for this meeting/conference. It is the responsibility of the applicants and department chair to ascertain the likelihood that other Fresno State students will be participating at the same meeting and will be applying for a travel grant. It is necessary to impose this limitation on funding when multiple requests are made so that one program does not receive an inordinately large amount of funding or even exhaust the funding available for the campus to the exclusion of students from other graduate programs. **Similarly, a student may not receive more than one travel grant from this fund.** Priority funding is provided for matriculated master's degree candidates; other graduate students may receive travel grants, if funding is available.

**APPLICATION PROCEDURES:**

Applicants must submit the following information to the Dean, Division of Graduate Studies, Frank W. Thomas Building, Room 130 (Mail Stop TA51) at least 30 days prior to the conference. Travel grants are awarded prior to the event.

**REQUIRED:**

- Application for Graduate Student Travel Grant
- Abstract of papers and/or posters to be presented
- Copy of the letter of acceptance of the work to be presented
- Announcement of the conference or meeting
- Letters of support from department graduate program coordinator and faculty advisor

**CALIFORNIA STATE UNIVERSITY, FRESNO  
DIVISION OF GRADUATE STUDIES  
APPLICATION FOR GRADUATE STUDENT TRAVEL GRANT**

Department: \_\_\_\_\_ Major/Degree: \_\_\_\_\_

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Conference/Meeting to be attended: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) of Meeting: \_\_\_\_\_

Have you received any prior Graduate Student Travel awards from the Division of Graduate Studies?      YES      NO

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**TRAVEL GRANT AWARD LIMITS\***

Check one:

\$500 for presentation in California

\$750 for presentation in the U.S. outside of the state of California

\$1,000 for international presentation

**\*Travel must comply with travel policies of the university. See guidelines in your department office.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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**Department Recommendation:**

Total student travel awards are limited for each graduate department. It is the department's responsibility to ensure fairness in those instances in which more than one student wishes to seek such funds. To assist the Division of Graduate Studies in making these awards, please respond to the following:

**Department approval for funding is recommended for this application in the amount of \$ \_\_\_\_\_**

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

**Letters of support from department program coordinator and faculty advisor must be attached.**