DEPARTMENT OF POLITICAL SCIENCE

TRAVEL AWARD APPLICATION

NAME: _____   **EMAIL:** _____

The UCD Political Science Department's Travel Award provides our graduate students funding support to cover travel related expenses, such as airfare, lodging, ground transportation, and conference registration fees costs.

Eligibility for the Political Science Travel Awards are as follows:

- must be a graduate student in the Department of Political Science,
- must be in good academic standing,
- must be making satisfactory progress in the program at the time you submit this application.

Please review the department's rules for applying for Departmental support for conferences guidelines (located on page 2 of the application) prior to submitting an application.

REQUIRED SUPPORTING DOCUMENTATION:

1) Statement of purpose (1 paragraph in length)
2) Curriculum vitae
3) Statement of support from faculty member
4) List applications to other funding sources
5) Budget of travel related expenses

Please submit application with supporting documentation to the Political Science Graduate Coordinator via email. Only complete applications with all required supporting documentation submitted will be considered.

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Rules for Applying for Departmental Support for Conferences

The Graduate Affairs Committee instituted rules for graduate students seeking departmental support for presenting papers at academic conferences. These rules went into effect as of summer 2004, and were first applied for students seeking support to attend the APSA meetings.

The following are the rules and procedures:

(1) a letter of support from a faculty member should be submitted separately to the graduate coordinator, outlining why the conference would be a good use of your time and department resources;

(2) you must apply for department support as soon as possible, preferably several months before the conference;

(3) if you are applying to go to APSA, you must submit an application for an APSA Travel Grant, and a copy of that application should be included in your application for department support;

(4) Unless you are presenting a paper with a faculty member at the conference (see below), you must successfully present your paper to a faculty approximately who agrees to read the paper and watch a practice presentation **one month** before the conference, which will give you time to make revisions in your paper and your presentation. A "successful" presentation need not be perfectly complete and polished, but it should be reasonably complete and polished. The faculty member must then send an email to the graduate coordinator, confirming their confidence that your paper and presentation will be in presentable state by the time of the conference. This email must be sent at least **one month** before the conference.

Note: Graduate students presenting a paper with a faculty member need not get a letter of support from a faculty member, but they do need to apply for department support in a timely fashion. If the graduate student is the one actually presenting the paper, we strongly encourage presentation of the paper.

In considering applications for support, we take into account the student's progress in the program (based on good standing, satisfactory yearly evaluations, GPA eligibility, etc.) as of the time of the application for the award.

Due to the increasing number of requests for department support for conferences and other academic programs, we generally will support only one conference per year, except in extraordinary circumstances, and have a preference for funding students who have successfully completed their second year in the program.

Finally, we also look positively on students who have applied—previously or simultaneously-- for other support, such as grants or funds from faculty members, Graduate Studies, IGA, APSA, etc.