

APPLICATION PROCEDURES FOR TRAVEL FUNDS

The following are the procedures to use when applying for departmental support for conference presentations.

CRITERIA FOR APPLICATION:

- (1) You must have a paper approved for presentation at one of the conferences listed in (2) below.
- (2) The following associations are in rank order of preference for the granting of travel funds:
 1. ASTR (American Society of Theatre Research)
 2. ATHE (Association of Theatres in Higher Education), and similar national theatre organizations.
 3. Regional conferences such as MATC, University of Florida Comparative Drama Conference, etc.
 4. Other

APPLICATION PROCEDURES:

- (1) The initial proposal for the paper/presentation must be supported by the advisor. Before the proposal is sent in response to a "Call for papers", the student applying for these funds must schedule an appointment with the advisor to discuss the proposed topic and win advisor support.
- (2) The student will submit a draft or abstract of the proposed paper to the advisor who will sign-off on the proposal as worth submitting for consideration. *The advisor will give the student the attached form to submit to the DGS signifying such approval.*
- (3) The student will submit a letter of request to the DGS for travel funds that should include the following information:
 - (a) List of projected expenses for airfare or mileage (\$0.405 per mile), housing, and conference fees.
 - (b) A letter addressing why you should receive support for this project which might address how this will assist or further your particular research; how attending this particular venue will assist you, etc. The letter should also state where your research stands and the status of your degree.

CRITERIA FOR AWARD:

- (1) Preference will be given to students not yet receiving support in a given academic year.
- (2) Preference will be given to students attending conferences in the named priority order above.
- (3) Preference will be given to students demonstrating compelling integration of the conference presentation with their research area.

- (4) Upon the completion of the conference presentation, students are required to submit the following information to the DGS:

Date, title of the panel/session, names of other presenters involved (if any), and the actual title of the paper (or work) you presented. Additional information might include any reactions/commentary to the paper and any contacts that developed as a result of your presentation. **DEADLINE:** within one month of the event.

NOTE: It is doubtful that all requests will be honored in full.

There is a maximum **potential** allotment per student of \$500 in a given year; i.e., no student's requests in a given year can exceed a total of \$500 for the year except in extraordinary circumstances.

APPLICATION FOR USE OF TRAVEL FUNDS
Department of Theatre Arts & Dance

NAME _____

ADDRESS _____

EMAIL _____

I.D. # _____

U.S. Citizen? _____ If no, country of citizenship _____

Proposed Conference _____

Dates _____

Location _____

Session title _____

Paper topic _____

NOTE: Please attach list of potential expenses to this form, give to advisor for approval and return to the DGS.

ADVISOR APPROVAL _____

Date: _____

Notes to DGS: