EASTERN WASHINGTON UNIVERSITY
Provost’s Student Travel/Conference Awards

In the interest of supporting undergraduate and graduate students’ academic experiences through the presentation of research papers or poster sessions at conference and other types of professional workshops, the Office of the Provost and Vice President for Academic Affairs will offer a limited number of travel awards annually.

Eligibility Criteria and Application Process

• Awards to a maximum of $500 per student (or $1200 for groups of 3 or more) may be awarded to students who have been accepted to participate in the program of a professional organization’s conference or other type of professional workshop.
• Applications may be obtained from the Office of the Provost – 220 Showalter Hall. They can also be obtained by e-mail at Eduenas@mail.ewu.edu
• Students may apply more than once, but priority will be given to first-time applicants.
• Applications forms, signed by a faculty advisor, and an abstract of the paper/presentation should be submitted by campus mail to 220 SHW (or in person) at least 6 weeks prior to the expected travel dates.
• All Student Travel Award reviews are anonymous. As an application, please do not include your name or your advisor’s on the application form or supporting documents (Abstract). This information should be included on the cover sheet only and not stapled to the actual application.

Notification Process

• The student, advisor, and the department chair will be notified as to the status of the application within 2 weeks of the date received by the Office of the Provost.
• A student whose application is approved will be sent a Memorandum of Agreement from the Office of the Provost for completion and for return to the Provost.
• The student is responsible for obtaining their advisor’s or department chair’s signature where indicated on the Memorandum of Agreement form.
• Successful applicants will be sent a Travel Award check within 10 working days after the completion of their travel.

January, 2005
Application #_________

Provost’s Student Travel/Conference Awards

APPLICATION COVER SHEET

DATE OF APPLICATION: ________________________________

STUDENT’s NAME: _______________________________________

STUDENT’S ID #: _________________________________________

DEPARTMENT OF: _________________________________________

ADVISOR’S NAME: ________________________________________

ADVISOR’S SIGNATURE: _________________________________

AMOUNT REQUESTED: $____________________

(Maximum amount per grant: $500 or $1200 if part of a group of 3 or more submission for travel support)

AMOUNT AWARDED: $____________________

APPROVED BY: _________________________________________

DATE:_______________
Provost’s Student Travel Awards

INDIVIDUAL APPLICATION

Department: _________________________ Date of Application: ________________

PURPOSE OF TRAVEL:
Name of Professional Organization: ____________________________________________

Dates of meeting: ______________________________________________________________
Location of meeting: _____________________________________________________________
Will you present: Paper _________ Poster _________ Other __________
Is there an external peer review process before acceptance? ___ YES ___ NO
Has a paper been accepted? ___ YES ___NO ___ N/A
(If no, please notify the Office of the Provost if/when accepted.)
If more than one author of an academic paper, what is your position? (e.g., first of three, second of four, etc. ____________)

Title of Paper/Poster/Presentation:
_____________________________________________________________________

Prior Support /Other Eastern Washington University Support
Have you received a Travel Award in the past from this university? _______(yes/no)
If yes, give dates and amount.
________________________________________________________
(Please note that first-time applicants will receive priority.)

Have you applied/received support from other Eastern sources for this travel? (yes/no)
If Yes, please describe: _________________________________________________________

Current Academic Standing
___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate Student
What is the total estimated cost of your travel? _______
The decision on your proposal is based primarily on what is presented below. Choose your words carefully and limit your statements to the space provided. Attach the Abstract of your paper that was submitted. Please do not identify yourself or your advisor below or in the Abstract.

**Description of Research/Presentation.** Summarize the paper in terminology that can be understood by a non-specialist. In your statement, inform the reader of the significance of your research/presentation.

**Faculty advisor’s comment on the proposed travel request.** Please be explicit about the quality and significance of the paper/presentation, detail the significance of the experience for the student.