

## **Graduate CONFERENCE REGISTRATION Funding Criteria**

Funds from The Graduate School are available for graduate students to attend professional conferences. These funds are not available to support thesis/dissertation research projects or course work. This funding is only for graduate students pursuing a degree program. Requests for funding to international meetings will be considered jointly by The Graduate School and the Office of International Studies and Programs (ISP), therefore, you need to submit only one form for consideration by both offices. **Requests are limited to \$100. Usually only one request per student will be considered during his/her degree program.**

Send the following (if applicable) to Dr. Tony Nunez, 118 Linton Hall:

1. The attached **Request for Conference Registration** form completed, listing:
  - a summary of cost sharing with the student's department and college and, when appropriate, with International Studies and Programs (see below). Whether or not these units provide funding, an endorsement of the request from both the department and the college is still required. Use a copy of the attached form to provide this information.
  - Requests must be accompanied by an endorsement from the major professor/advisor stating that the student is making satisfactory progress in his/her graduate program. You may use the attached form to provide this information.
2. Conference Registration requests must be accompanied by a **brief letter from the student** indicating the following:
  - a. **Student must be registered the semester the funding is awarded**
  - b. Name of the conference or professional meeting
  - c. The date(s) and the location of the meeting
  - d. A break-down of the costs of the request
3. **Application for International Travel Insurance:** if travel is international.

**NOTE:** If your award is for an international travel fellowship. In order for this fellowship to be processed, we must have a signed copy of the attached form returned to the Graduate School indicating your preference for coverage. This form **MUST** be signed and returned to the Graduate School with your request for funding. **Your request for funding will not be processed without this form.**

### **International Studies and Programs (for international conferences only)**

Through the Graduate Student International Travel Grant, International Studies and Programs (ISP) offers MSU graduate students small travel grants to international professional conferences: 1) to present papers (not merely attend) or 2) to fulfill other similarly significant roles at the conference (a detailed description of responsibilities must be included). The research presented must have an international focus. Requests are limited to \$500. Usually only one request per student will be considered during his/her degree program. After securing the major professor/advisor, department, and college endorsements, eligible students should send the completed attached form and request letter to The Graduate School, 118 Linton Hall. If appropriate, The Graduate School will forward the request to ISP for funding consideration.

A decision on support will be made within three weeks after receiving all of the necessary materials by The Graduate School. Decision letters will be mailed to the preferred office or home address.

**PLEASE NOTE:** If you have Stafford or other needs-based loans/aid, the amount of your award may cause a reduction of your loan(s) or other financial aid. However, if the award is for travel or research support, please provide a copy of meeting registration form, airline ticket price, hotel costs, etc. The Graduate School will forward these to the Office of Financial Aid as an indication that The Graduate School funds should **not** be subtracted from your loan/aid amount. However, final decisions are made on a case-by-case basis by the Office of Financial Aid following guidelines provided by the federal government.

THE  
GRADUATE  
SCHOOL

Office of the  
Associate Dean  
for Academic Affairs

118 Linton Hall  
East Lansing, Michigan  
48824-1044

517/355-0301  
FAX: 517/353-3355



**CONFERENCE REGISTRATION  
REQUEST TO THE GRADUATE SCHOOL**  
Associate Dean's Office

118 Linton Hall  
Michigan State University  
East Lansing, MI 48823  
Phone: 517.355.0301  
Fax: 517.353.3355

**SHARED FUNDING AND ENDORSMENT FOR:**

Date: \_\_\_\_\_

(Print) Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

College: \_\_\_\_\_

**\*Attach the specific funding request letter from the student.**

*The above student is making satisfactory progress towards his/her degree.*

\_\_\_\_\_  
(Print) Major Professor

\_\_\_\_\_  
Signature of Major Professor

**A Signature is required from the major professor, the department chair, and the college even if they have no funds available to support this request. Individual departments and colleges may request additional information from the applicants.**

FUNDING SOURCE	NAME AND E-mail ADDRESS (Print or Type)	SIGNATURE	ACCOUNT#	AMT FROM SOURCE
Major Professor				\$
Department/Unit Chair				\$
College Dean/Associate Dean				\$
International Studies & Programs				\$
	209 International Center (If you receive funding from this unit it will be in the form of a Travel Voucher) (For international conferences only)			
Other (specify)				\$
<b>TOTAL:</b>				\$
<b>FUNDS REQUESTED FROM THE GRADUATE SCHOOL:</b>				\$

Please Check Box(s) That Apply

*Graduate School Use Only*

AGEP Fellow  AGEP Scholar  FAST Fellow  University Enhancement Fellowship  University Distinguished Fellow

Disapproved: \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_

Notification of award decision will be emailed to Student, Professor, Chair's office and Dean's office, please make sure to include the email address in the space provided. Thank you.