

## POLICY FOR DOCTORAL STUDENT TRAVEL AWARDS

Adopted by the Wagner Doctoral Board, October, 2004; revised, March 2006

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The Wagner School makes available a limited amount of funds (approximately, \$2,500 each year) to support student travel to professional meetings and conferences. The following policies and procedures have been adopted by the doctoral board for the distribution of these funds. Note, awards will typically range from \$250-\$500; there is currently a lifetime “cap” of \$500 of travel award money for any individual student.

Travel awards can be made to any student who has passed their preliminary qualifying exam.

Priority will be given, as follows:

- 1) those students completing their degrees who are on the “job market”;
- 2) those students presenting sole-authored or first-authored papers for whom grant funds for travel are unavailable;
- 3) those students who have completed their comprehensive exams; and
- 4) Students attending certain “high priority” conferences (e.g., APPAM).

Students are asked to submit a brief (1-2 pages) proposal for the use of these funds. Examples of reasonable uses for funds would be to pay for conference registration fees, air or rail transportation, or hotel. Deadlines for these proposals are Sept. 30<sup>th</sup> and Jan. 31<sup>st</sup>; note that the majority of funds will likely be distributed in the fall cycle. Proposals should be submitted to the program administrator for review by the doctoral board. In this proposal, students should outline the purpose of their travel, the paper they have submitted for presentation, and a budget (noting conference and travel costs). Students may submit proposals for recently completed travel (such as for summer conferences). Also, students may submit proposals to deliver papers not yet accepted for presentation; receipt of the funds will be contingent on the paper’s acceptance.

Those students who have received travel awards will need to provide university-required documentation (receipts, boarding passes, etc.) to obtain reimbursement for their travel. Each year, those students receiving travel awards will be expected to participate in a panel presentation for all doctoral students to share what they have learned from their experience at the conference.

We hope over the coming years to expand the funds for these awards. Students will be kept abreast of such changes.