

Graduate Student Travel Funding Guidelines

Department of Sociology
University of Kentucky

Graduate student participation in presenting their research at professional conferences is an important part of graduate education in the Department of Sociology. As the amount and availability of funding to support graduate student travel are variable year to year, the following are guidelines intended to assist the Department Chair in awarding funding for graduate student travel to present their research at professional conferences.

All sociology graduate students seeking travel funding must submit a completed copy of the *Graduate Student Travel Funding Request Form* to the Director of Graduate Studies (DGS) at least 2 months prior to the conference. In addition, all graduate students applying for Department travel support must also apply for Graduate School travel support or some other form of travel funding support.

No student can be funded by the Sociology Department to travel to more than **ONE** conference per fiscal year, with the following exceptions: (a) students travel as a group to a conference and share expenses, or (b) students receive funding support from individual faculty members in the Sociology program.

The priority for travel support to graduate students will be given to the *importance* (e.g., being on the job market) and *prestige* (e.g., national and international conference, paper award) of the presentation in the development of the student's career regardless of the level of their education. The following criteria will be also used in deciding the distribution of department funds to support graduate student travel:

- **Type of Conference** – National and international conferences will be given the greatest weight.
- **Type of Presentation** – Paper presentations, particularly peer-reviewed, are given more weight compared with other forms such as posters, roundtables. Serving in volunteer roles such as session chair and discussant will be given the least weight.
- **Degree program progress** – As evidenced in their most recent annual review, graduate students must be in good standing regarding progress in their respective degree program.
- **Fit with Student's Focus** – the research being presented by the graduate student should reflect the focus of their study in their respective degree program.
- **Proximity** to successful degree completion.

All students receiving department travel support are required to organize some form of a practice session in the department prior to the conference. Failure to do so could affect the student's eligibility for future department-provided travel funding.

The Graduate Committee will review all applications and make recommendations. The decision will be approved by the Chair. While these guidelines and criteria will be used in determining eligibility, the amount and final distribution of funds will also reflect the Department of Sociology's intent to support conference travel for as many graduate students as possible.

Results of most recent annual review: Showing progress Received warning On probation
Travel funding awarded: Yes No Student notified via letter or email:
Participated in pre-conference practice session: Copy of paper/presentation/summary received:

Graduate Student Travel Funding Request Form

Date Submitted: _____

Amount of Funding Requested: \$_____

Intended Use of Funds: Airfare/Mileage Hotel Registration Other _____

Have you previously received Sociology Dept. travel funds this academic year? Yes No

Name: _____

Degree Program: M.A. Ph.D. Anticipated Graduation Date: _____

Area of Specialization in Degree Program: _____

Thesis or Dissertation Committee Chair: _____

Program Status: Taking courses: Thesis or Dissertation writing:

GPA in Sociology Graduate Program: _____

Conference: _____

Dates: _____ Place: _____

Type of conference participation: Paper Poster Roundtable

Other: _____

Title:

Author(s): _____

Abstract:

Have you applied for other travel funding for this conference? Yes No

If yes, where did you apply?

If you were successful, what is the source and amount of travel funding awarded?

Additional information: