

Through the Student Research and Conference Travel Fund Award (SRCTF), The Graduate School provides funds to graduate students enrolled in degree programs to participate in professional development for the current academic year. Activities that may be funded include: presenting research at a conference, and/or travel for gathering data for research.

Any graduate student in good standing (as determined by The Graduate School) is eligible to submit a request for no more than half the expended amount (maximum \$300) for reimbursement of expenses incurred. A graduate student is eligible to receive this award up to three times in their graduate career, but no more than once each semester.

Application Process:

***Deadline for application submission: One month prior to travel.**

*NOTE: award is subject to available funding – applications will be considered in the order in which they are received.

1. Assemble application packet:
 - a. Completed application form
 - b. Letter of recommendation, addressed to The Graduate School, from a professor endorsing your research project and/or your presentation at the conference.
 - c. Conference information
 - d. Proof of acceptance for presentation
 - e. Current resume/CV
 - f. If applicable, a copy of your approved IRB form
2. Completed application packets should be returned to:

The Graduate School, 4th Floor
Student Research & Conference Travel Fund
Montclair State University
1 Normal Ave.
Montclair, NJ 07043
3. The Graduate School will review your application and will send a letter indicating the status of your request.

Travel Award Selection Criteria

Funding is limited and will be awarded on a first-come, first-served basis, as determined by The Graduate School. **Incomplete applications will not be reviewed.** This travel award should not be expected to provide 100% of the funding required to attend an event. The applicants should understand they will probably not receive all of the funding necessary to travel and should make appropriate financial plans.

Application Cover Sheet

To be completed by student:

Name: _____ **CWID:** _____

Date of Application Completion: ____/____/____

Requested Amount: \$ _____

Conference Name or Research Title:

Dates of travel: _____ - _____

Name of Faculty reference: _____

**Reminder: deadline for application submission is one month prior to travel*

****The Graduate School use only****

Date of application submission: _____

Approved Amount: \$ _____

Graduate Student Services Coordinator or Designee: _____

Dean of the Graduate School or Designee: _____

Name: _____ CWID: _____

Address: _____ E-mail: _____

Phone: (h) _____ (c) _____

Graduate Program: _____

Research Activity Information

I am: presenting at a conference gathering data for research
 other: _____

Names and Dates of Conference/Data Session:

Type of Conference, if applicable (e.g., regional, national): _____

Type of Presentation: Thesis Dissertation Other: _____

Estimated Total Cost of Trip: \$ _____

Reminder: You may be eligible for up to 50% of the total cost of the trip or \$300, whichever is less.

Amount requested from The Graduate School (\$300 max.): \$ _____

Amount you are receiving from any other MSU department: \$ _____

Please provide a breakdown of the Estimated Total Cost of Trip, as listed above. You may visit gsa.gov for per diem rates.

Conference Registration: \$ _____ Lodging: \$ _____
Air transportation: \$ _____ Ground transport: \$ _____
Per diem food/M&IE per day: \$ _____ Other (e.g., printing): \$ _____

