

Department of Political Science
Penn State University
Graduate Student Conference Travel Grant Program

Program: The Department of Political Science awards grants throughout the year to help fund students to present research at national or international professional conferences.

Eligibility: All currently enrolled students presenting papers or posters are eligible to apply but preference will be given to students who have completed successfully their master's essay. *Funding requests from first and second year students who have not yet received a master's degree will be supported only in exceptional circumstances.*

Application Deadlines: Rolling deadlines linked to conference proposals. Applications for travel grant funds must be submitted when conference proposals are submitted (e.g., applications for travel to APSA are due on November 15). Travel funding will not be awarded retroactively.

Application Procedure: Complete the department travel grant application form (attached) and submit your application and the supporting materials listed below to the Graduate Program Coordinator. The supporting materials should include:

- an abstract of your paper or poster;
- a copy of whatever work you have completed toward the paper/poster (e.g., draft or finalized text, output from data analysis);
- a copy of your CV (be sure that this includes past conference presentations, manuscript submissions, and publications); and,
- a detailed list of prior travel grants received, including the semester, amount, conference, and paper/poster title.
- once you have email confirmation of your acceptance to the conference, please forward that email to the graduate staff assistant, this will secure travel award funds.

Applicants must discuss their proposal ideas with a faculty advisor in advance of the conference proposal deadline. Applicants should provide their faculty advisors with the conference proposal assessment form (attached). This form must be completed by the faculty advisor and submitted to the Graduate Program Coordinator when the conference proposal is submitted.

Review process: The graduate studies committee will select award recipients within a month after the application is submitted.

Criteria for award: The committee will consider a variety of criteria including:

- Faculty advisor's assessment;
- Student location in program (preference will be given to students on the market and presenting dissertation research);
- Evidence that the student has already made progress on the research for the proposed paper/poster;
- Evidence that the proposed paper/poster will result in publication;
- Success at turning prior conference papers into publications;
- Student progress through the program;
- History of previous travel funding;
- Quality of conference; and
- Appropriateness of conference given research area and topic.

Follow-up: Grant recipients must submit a copy of their final conference paper to the Graduate Program Coordinator.

**Department of Political Science
Penn State University
Graduate Student Conference Travel Grant Application**

Student Name: _____

Conference Name: _____

Conference Location: _____

Conference Date(s): _____

TITLE: _____

Faculty Advisor: _____

Print Name

Signature

(Please ask your faculty member to submit the conference proposal assessment form on your behalf.)

Status of the Proposed Research:

(1) I understand by applying for this I must present a practice presentation. I would like the following to attend my practice talk, if possible _____

(2) How much of the proposed research paper/poster has been drafted? _____

(3) What is the genesis of the proposed paper/poster (e.g., a seminar paper, a dissertation chapter, a master's essay)?

(4) Explain briefly the importance of the research question of your proposed paper/poster. What is its most important contribution? _____

(5) Where are you planning to submit your paper to be considered for publication? _____

(6) When do you expect to submit the paper to that outlet? (You are expected to inform us when you will have submitted the paper.) _____

(7) I understand I am responsible for identifying a Penn State faculty member or, failing that, a graduate student, to observe my presentation at the conference. I will supply the name of the observer after the meeting.

Signature: _____

Date: _____

Estimated Expenses:

Airfare _____
Mileage _____
(go to <https://ers.psu.edu/> for current mileage rate)
Lodging _____
Meals _____
(go to <https://ers.psu.edu/> for current per diem rates)
Registration fees _____
Other (please describe) _____
Total: _____

****Any graduate student or employee must register per the Travel Safety Network (travel registry) process, found at: <https://tsn.psu.edu/>. This is for anyone traveling anywhere outside the Continental US, regardless of location****

Other financial support:

(1) Does the organization hosting the conference offer financial support to offset expenses?

(2) If so, how much support can you expect from the organization? _____

(3) Do you expect to receive any other support to attend the conference? If so, what is the source and amount of funds you expect to receive? _____

If traveling to a “restricted” destination, please check this link:

<https://global.psu.edu/category/university-restricted-travel>

Department of Political Science
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(To be completed by the applicant's faculty advisor)

Faculty advisor: _____

Applicant/Advisee: _____

Conference Name/Date: _____

Assessment of the Proposed Research:

Why? (1) Please provide (or attach) a brief assessment of the overall merit of the proposed paper/poster.

(2) When do you expect that the proposed paper/poster will be ready to submit for publication?
