

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

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**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 successfully completed 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:** There is no "deadline" because funding is awarded throughout the year. You should submit your application **when you apply to the conference**. Travel funding will not be awarded retroactively.

**Application Procedure:** Complete the department travel grant application form (attached) and submit your application to the Graduate Program Coordinator **along with a copy of your CV** (be sure that this includes past conference presentations, manuscript submissions, and publications). The Director of Graduate Studies may request additional information about the research before awarding funding.

**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 proposed paper/poster will result in publication;
- Success at turning prior conference papers into publications;
- History of previous travel funding;
- Quality of conference; and
- Appropriateness of conference given research area and topic.

**Reimbursement Procedure:** You will receive a memo with the amount of funding you are approved for. You must submit all receipts to the Graduate Staff Coordinator within one month of your travel. If your conference happens in May or June, you must work with the Graduate Staff Coordinator to ensure your receipts can be processed by the end of the fiscal year. Receipts generally must be received by June 1.

\*Per University guidelines, you should book your airfare with Anthony Travel. To do so, you should send an email to the general email contact: [PennState@AnthonyTravel.com](mailto:PennState@AnthonyTravel.com). As always, you should book a nonrefundable ticket unless you have received permission to book a refundable ticket. If you are planning to fly to a conference and will not use Anthony Travel, you need to check with the Graduate Staff Coordinator **before** you book your flight to make sure it will be reimbursable. You must list the Graduate Staff Coordinator as the departmental contact with Anthony Travel to ensure smooth billing.

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**Student Name:** \_\_\_\_\_

**Conference Name:** \_\_\_\_\_

**Conference Location:** \_\_\_\_\_

**Conference Date(s):** \_\_\_\_\_

**Paper Title:** \_\_\_\_\_

**Paper Author(s):** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_

(1) Provide an abstract for your paper (you can attach or copy/paste):

(2) This paper is:

- \_\_\_\_\_ Master's Thesis
- \_\_\_\_\_ Dissertation Chapter
- \_\_\_\_\_ Revised Seminar Paper
- \_\_\_\_\_ Other (please explain): \_\_\_\_\_

(3) Where are you planning to submit your paper for publication?

(4) When do you expect to submit the paper to that outlet?

(5) What other conference(s) do you plan to attend (or have you attended) this year? Please rank how important this conference is compared to the others you hope to attend (in case we cannot fund multiple conferences)?

\_1. \_\_\_\_\_ 2. \_\_\_\_\_

\_3. \_\_\_\_\_ 4. \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Estimated Expenses:**

Airfare\* \_\_\_\_\_

Mileage \_\_\_\_\_

(go to <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates?gsaredirect=mileage> for current mileage rate)

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

(go to [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) for international travel and <https://www.gsa.gov/travel/plan-book/per-diem-rates> for domestic travel 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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**Graduate Student Conference Travel Grant Assessment Form**  
**(To be completed by the applicant's faculty advisor)**

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**Faculty advisor:** \_\_\_\_\_

**Applicant/Advisee:** \_\_\_\_\_

**Conference Name/Date:** \_\_\_\_\_

**Assessment of the Proposed Research:**

(1) Please provide (or attach) a brief assessment of the overall merit of the proposed research.

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

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