

14 October 2011

TO: Graduate students (MA, MFA, and PhD) and part-time lecturers

FROM: Iris Smith Fischer
Chair, Travel Funds Committee

The Travel Funds Committee reminds graduate students and part-time lecturers who have not received departmental funding in 2010-11 that you are eligible to apply for such funding in 2011-12.

Funds are intended to support a trip of significant distance to support your own professional development, such as (in order of preference):

- presenting a scholarly paper or reading from your own creative work at a regional or national conference,
- conducting research at a library or archive,
- engaging in a project at a major workshop or institute, or
- serving as principal organizer for a session at a regional or national conference.

Graduate student applicants should first seek support from the Office of Graduate Studies, which maintains funds to help defray expenses for one trip per student for a conference presentation or dissertation research. See pp. 2-3 of the online graduate student handbook and the website of the Office of Graduate Studies for further information.

This year, we are able to fund a small number of proposals from students who received departmental funding last year, although students who were not awarded funding continue to receive first priority. Applications requesting reimbursement of job hunting expenses or expenses for service-related travel (e.g., travel related to editing) cannot be accepted by the committee.

Departmental travel awards this year will be \$500, based on the merit of the proposal. Applicants are encouraged to submit their materials well in advance, preferably six weeks before the travel dates. Electronic applications (preferably by Word or pdf attachment) are encouraged. Applications should include:

1. Cover letter detailing the professional activity to be completed, including title(s) of any presentation(s), dates of travel, destination, and an explanation of how the activity will help the applicant meet professional goals for his or her own work;
2. Copy of presentation abstract, conference session proposal, or research project description;
3. Copy of acceptance letter (for conference presentation or session), letter of invitation (for readings or workshops), or information regarding the archival materials to be viewed (for research projects);
4. (graduate students only) Copy of current ARTS form.

The Committee urges applicants to write their presentation abstracts or research project descriptions in language accessible to non-specialist readers. We look forward to receiving inquiries and applications at ifischer@ku.edu.