



## Graduate Studies

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# Graduate Scholarly Presentation Travel Fund

*Funded jointly by KU Student Senate and the Office of Research and Graduate Studies*

## Guidelines for Award

1. Completed signed application, along with a one-page abstract and proof of acceptance, must be received at Research & Graduate Studies, no later than four weeks before the date of the meeting. Awards will be processed on a routine basis, first-come/first-served until funds are exhausted. Late applications, with letter of explanation attached, will only be considered if serious extenuating circumstances made it impossible to comply with due dates.
2. The purpose must be to present their research or disciplinary equivalent at a national or regional meeting of a learned or professional organization held out-of-state.
3. Individuals must be certifiable as at least half-time students at the time of travel. (See chart and attached exception guidelines.)
4. There is a limit of up to \$500 for a one time award per applicant.
5. The notification e-mail will include detailed regulations on how to use the award.
6. Emergency medical insurance is covered by KU through Worldwide Assistance.
7. Forward completed, signed application, proof of acceptance, and one-page abstract to:  
Research & Graduate Studies, Attn: [Patti Steffan](#), 2385 Irving Hill Rd.,  
Youngberg Hall, Lawrence, KS 66045.  
Fax: 785-864-5025  
Phone: 785-864-7243

**Please note:** Funding is only available for students at the Lawrence campus. KUMC students seeking funding should contact [Marcia Jones](#), Graduate Studies Director, at 913-588-1238

Normally, graduate students who receive assistance from the Graduate Scholarly Presentation Travel Fund will be expected to be enrolled in at least half-time (or equivalent) status for the semester/summer session that travel is planned.

*(See the chart below for half-time status and equivalent half-time status.)*

Fall/Spring Half-Time Status
Enrolled in 6 credit hours or 5 hours plus 10% time Teaching or Research Assistant 4 hours plus 20% time Teaching or Research Assistant 3 hours plus 25% time Teaching or Research Assistant

Summer Half-Time Status
Enrolled in 1 credit hour

**Exceptions** may be granted to individuals who are not considered to be half-time students, using the following guidelines:

- Graduate students working on dissertations, master's theses or major research projects that have been developed into a paper for a national conference.
- Doctoral students who have already completed the required hours of post-comprehensive enrollment.
- Enrolled in at least one credit hour
- Graduate students attending a summer conference not enrolled in summer but will be enrolled in fall.

*When requesting an exception to the hours-of-enrollment eligibility criterion, a graduate student must submit a brief letter endorsed by the chair or the graduate director of the department, with details on why the applicant should be granted an exception.*

*Requests for exceptions must be attached to the application.*

Fill out the online [application](#), print and obtain the necessary signatures then send by mail, email or fax to:

Research & Graduate Studies (RGS)  
[Patti Steffan](#)  
 2385 Irving Hill Rd.  
 Youngberg Hall  
 Lawrence, KS 66045  
 or fax 785-864-5025-Attn: Patti Steffan



Panel discussion on the relationship between the media and the military, today at 5:30, Watkins Museum in downtown Lawrence.

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### Contact Graduate Studies

✉ [Graduate@ku.edu](mailto:Graduate@ku.edu)

☎ 785-864-8040

Office of Graduate Studies

213 Strong Hall

1450 Jayhawk Blvd.

Lawrence KS 66045-7535

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