Graduate Programs
Grant Application

1. **Please type your information directly into this document. Save as a Microsoft Word document and submit the completed application <u>and</u> an abstract of your presentation/conference as an e-mail attachment to the Chair of the Graduate Council.**
   a. **Document should be sent with last name_graduategrant.docx**
2. **Send a completed copy of this application to the Director of your Graduate Program for their signature of approval prior to submitting to Graduate Council Chair by the deadline.**

<u>Introduction</u>

The graduate student grant program is designed to foster a sense of learning and commitment between students and a community of scholars. Grants ($500 maximum per student per academic year) enable students to attend, present or display their projects at state, regional, or national conference(s) in an academic field or to defray costs for research.

The Graduate Council reviews all applications. Students presenting at conferences will be prioritized for funding over those simply attending conferences. All interested students are encouraged to apply for funding; however, because funding is limited, some qualified students may receive only partial funding or no funding at all.

For approved requests, expenses will be reimbursed after the costs are incurred and the event has taken place. Students are reminded of the need to retain receipts for reimbursement. Receipts should be submitted electronically to Tina Hickman, Registrar with Program Director copied, along with a filled-out expense report detailing the nature of their expenses within 30 days of the event.

<u>Student Application Criteria</u>

1. Good standing within the graduate program.
2. Signature of support of the graduate program director.
3. Open to all Marietta College graduate students wishing to make a presentation or attend a conference in an academic, professional, or interdisciplinary program or requesting support for out-of-pocket research expenses. *The presentation should be identical to what a professional in the field would give and should be based on the student's own work.*
4. The committee will consider grant applications three times during the academic year. Students should submit an electronic copy of the grant application to the Chair of the Graduate Council by one of the three published deadlines (same deadline as Faculty Development Mini-grants) during the academic year.
5. A group of students co-presenting or wishing to travel together to attend the same conference should apply individually; all students with whom you are sharing travel costs should be listed below as indicated and all should submit grant requests for the same deadline. *Please make an effort to share expenses (transportation, hotel rooms, etc. as appropriate).*

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Marietta College Graduate Student Grant Application

Name and ID# of Applicant _____

Campus Box # _____

Phone number _____

Email address _____

Current Overall GPA _____

The purpose of this grant application is primarily (check one):

☐ To **personally participate in giving** a paper or presentation.

☐ To attend a conference or meeting.

☐ To defray research expenses.

Provide the name of the conference, the location, the dates you plan to attend, and a brief description of the conference audience, etc., as applicable. If sharing travel expenses with other students, please list them here.

_____

_____

_____

Name(s) of other co-authors or presenters on presentation, if applicable.

_____

- Please give a brief description of your presentation/project. Attach an abstract of your work to this application. Please indicate whether your project is part of a paper, panel, workshop, poster session, or another format.
- If wishing simply to attend a conference, then describe your reasons and goals for attending. If requesting support for research expenses, please describe the research project.

_____

_____

_____

Are funds from your graduate program being used to cover expenses?

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☐ Yes – The program is advancing funds for expenses included in my grant application

(If yes, please include the department account number for reimbursement:_____)

☐ Yes – The program is funding expenses not included in my grant application

☐ No

If applicable, has your presentation or paper already been accepted at this conference?

☐ Yes

☐ No, not yet (If no, please estimate the date of notification_____)

Estimate your expenses in the space below. Please be as accurate as possible. Leave the item blank if it does not apply. *We cannot fund meals.* **Important note: group applications should accurately reflect shared expenses such as carpools, shared rooms, etc.**

Expense Item	Description/Detail	Total
Conference Registration Fee		$
Travel		
Airfare	Destination:	$
Rental Car	$ per day for days	$
Personal Car	miles @ $0.655 per mile	$
Parking		$
Taxi/Shuttle		$
Lodging	nights @ $ per night	$
Other expenses (list)		$
		$
Research expenses (list)		$
		$
Total Estimated Costs		$
Department Funds (subtract)		– $
Other Funds applied for or received (subtract)		– $
Total Minigrant Request		$

Program Director Signature of Approval _____

**If the student does not attend the event, the faculty member will contact the Registrar

Committee Use Only

Date: _____ Fundable? _____

Amount Funded: _____

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If not funded, or not fully funded, can student resubmit for reimbursement? _____ Priority _____

If student can resubmit for reimbursement, what is the maximum amount? _____