**Graduate Student Travel Grant Application**

Application Procedure: Submit the completed application form and the required documents to Dr. Jerry Deehan (deehan@etsu.edu) by the following due dates:

* **October 1st** for travel taking place July 1st to December 31st
* **April 1st** for travel taking place January 1st to June 30th

Applications must be received by these deadlines to be considered. Additionally, a Travel Authorization Request (TAR) must be completed and submitted to Michael Gray (grayma2@etsu.edu) at least 30 days prior to travel and approved. Students without an approved TAR prior to travel will not be eligible for this award.

**Name:**

**Email:**

**Sponsoring faculty member name and signature:**

**Name of professional meeting/training:**

**Location of meeting/training:**

**Meeting dates/training:**

**Select appropriate tier for professional meeting OR training:**

**Professional Meeting:**

 Tier 3 (e.g., TPA, Synapse) – 2 pts.

 Tier 2 (e.g., MPA, EPA, SEPA) – 4 pts.

 Tier 1 (e.g., APA, APS, SPSP, RSA, SfN) – 8 pts.

**Authorship:**

1st author OR symposium presenter – 8 pts.

2nd author – 4 pts.

3rd (or below) author – 2 pts.

**OR**

**Professional Training:**

 Competitive – 8 pts.

 Non competitive – 4pts.

**Expenses (for information purposes ONLY):**

**Conference registration fee: $**

**Estimated Travel Expenses (including mileage, airfare, car rental, gas, parking, taxi fare): $**

**Hotel Expenses (if splitting a room, indicate YOUR portion of the cost of the room): $**

**Please estimate the costs of travel that will be covered by ALL other sources (e.g., GPSA, grant funding):**

 $

**Number of travel awards received by the Department of Psychology during this academic year:**

 0 (6 pts.) 1 (3 pts.) 2 (2 pts.)

**Attach the following to this application:**

 \_\_\_ Proof of acceptance to conference/training

 \_\_\_ Title, abstract, and list of authors

Funding: The scoring sheet is objective and the Graduate Student Travel Grant committee will establish three tiers of funding based on objective scores. Funds will be distributed according to the tiers established by the committee and by the funds available in the Graduate Student Travel Grant account. Funding rates are based on the number of applications received and the fund available each semester.

After your travel has concluded, you must submit all receipts from your travel to Michael Gray (grayma2@etsu.edu) ASAP in order to receive the award.