

2018/2019 Graduate Student Travel Grant Guidelines

The Sam Fox School offers competitive travel grants for graduate students in art and architecture. These grants will primarily support travel to regional, national, and international conferences and symposia and travel for research and creative activity when accompanied by a strong rationale and thesis statement. Funds will generally not support course-related work, such as studio trips, or the annual MFA trip to the College Art Association Conference.

Who Is Eligible?

All full-time graduate art, architecture, landscape architecture, and urban design students in good standing. Students are eligible to spend funds while enrolled. Funds may not be spent by graduating students after the final day of the last enrolled semester. Funds will not be awarded to projects retroactively.

Terms and Instructions (Application Form Is Attached)

- A limited number of grants are available. Up to **\$600** will be available for projects that involve U.S. domestic travel. Up to **\$1,000** will be available for projects that involve international travel. Grants will be awarded based on merit.
- Proposals should include the purpose and destination of your trip, a budget (transportation, lodging, and daily expenses), one faculty letter of recommendation, and a brief statement about the significance of the travel to your studies, career goals, and professional development.
 - Proposals for travel to conferences or symposia should indicate the name and organizing body of the meeting and outline your participation at the meeting. Whenever possible, letters of invitation should be included with your application.
 - Proposals for research or creative activity should include a clear statement about the proposed project outlining specific plans and intended outcomes.
- Proposals will be reviewed once each semester by the Dean of the Sam Fox School.
- Applications must be submitted to Laura Register, Givens 105, by **October 5, 2018, for the fall cycle (November-March travel) and February 15, 2019, for the spring cycle (March-October travel)**. Electronic submissions are preferred at samfox-studentgrants@email.wustl.edu.
- Students must comply with all University and School regulations for off-campus travel.
- Travel reimbursement requests will be due within two weeks of completion of travel. A brief project report submitted to the Office of the Dean will be required before reimbursements are processed.

Deadlines: October 5, 2018, for the fall cycle (November 2018 - March 2019 travel)
February 15, 2019, for the spring cycle (March 2019 - October 2019 travel)

Questions or Application Review: Nicole Allen, Associate Dean, nallen@wustl.edu

**2018/2019 Graduate Student Travel Grant Application
(You may recreate this form in a new document)**

Name: _____

Program (MFA/MARCH/MLA/MUD): _____

Semester/Year of Graduation: _____

Purpose of Trip: _____

Destination: _____

Dates/Length of Travel: _____

Name/Organizing Body of Conference/Symposium (if applicable): _____

Project Statement

On a separate sheet please attach a statement addressing the significance of the travel to your studies, career goals, and professional development. If attending a conference or symposium, please indicate the nature of your participation at the meeting and include a letter of invitation when applicable. If pursuing research or creative activity, please provide a clear statement about your proposed project and intended project outcomes.

Estimated Budget	Total Amount	Amount Requested from SFS	Detail
Transportation			
Lodging			
Daily Expenses			
TOTAL*			

* If your total project budget is more than your grant request, please note how you will fund the remainder of your trip in your narrative.

Faculty Letter of Recommendation

Please submit one letter of recommendation from a Sam Fox School faculty member.

Submit to: samfox-studentgrants@email.wustl.edu, Laura Register, Givens Hall 105

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