

2019/2020 Graduate Student Travel Stipend Guidelines

The Sam Fox School offers competitive travel stipends for graduate students in art and architecture. These stipends 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 stipends 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. Travel stipends 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 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 Julie Owens, Weil 105, by December 2, 2019 for the winter cycle (December-March travel) and February 14, 2020 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.
- A brief project report submitted to the Office of the Dean will be required outlining the allocation and use of stipend funds; recipients will need to include receipts for major travel expenses.
- Please be advised that this stipend payment is taxable income and must be reported on your federal tax return. The tax rate that you will pay on the stipend will depend entirely on your personal tax situation and will be determined when you fill your U.S. tax return for the calendar year in which you receive the stipend. Stipends paid to non-resident alien students for U.S. tax purposes are subject to 14% income tax withholding at the time of payment under U.S. Tax Law. The withholding is remitted to the IRS on your behalf. When you file your U.S. income tax for the calendar year, if the amount withheld is more than you owe, you will receive a refund of the taxes withheld.

Deadlines: December 2, 2019 for the winter cycle (December 2019 – March 2020 travel).
February 14, 2020 for the spring cycle (March 2020 – October 2020 travel).

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

**2019/2020 Graduate Student Stipend 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 stipend 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, Julie Owens, Weil Hall 105

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