



Policy for Graduate Student Eligibility for Travel Support

The College of Education will provide funds to support professional travel to enable classified graduate students (masters or doctoral) to present results of research studies at professional conferences, with priority given to national and international meetings. A travel award of \$500 will be provided to each selected graduate student. The College anticipates up to eight awards, depending on the quality of submissions.

Students will be selected according to these criteria:

1. Students must be currently enrolled and in good standing in a graduate program in the College of Education.
2. Students must submit a complete application (original and 3 copies) by deadline. Applications must include:
 - A. Completed **Graduate Student Application for Travel Support** form
 - B. A **letter of application** for travel funds (letter written by student)
 - C. **Letter or email of acceptance/invitation** from hosting professional organization
 - D. **Abstract** or description of the research presentation
 - E. Copy of completed **conference registration form**
 - F. **Letter of support from faculty advisor**

See attached Faculty Committee Rubric for further information on scoring.

Original and three (3) hard copies of complete application should be submitted to:

Tracey Siu
Dean's Office, Everly 128
Honolulu, HI 96822

(Dean's Office will not make copies.)

Deadline: Wednesday, February 25, 2015