



Office of Graduate Affairs  
Whitt Hall; PO Box 6928  
Radford, VA 24142  
Phone: 540-831-5724  
[gradaffairs@radford.edu](mailto:gradaffairs@radford.edu)

## **Pre-approval Application for Graduate Student Travel Funding Scholarship**

*All pre-approval applications must be submitted at least four (4) weeks prior to the conference, presentation, research activity, or fieldwork start date. Incomplete or late applications may not be considered for funding. Applicants are responsible for providing all required supporting materials, including conference registration confirmation, presentation acceptance documentation, schedules or agendas, and any required post-travel materials (photos, videos, written reflection, presentation materials, research work, or fieldwork documentation) to the Office of Graduate Affairs no later than ten days after the return from the trip.*

***In order to receive funding,** you will also need to complete the Confirmation of Attendance form with required attachments and signatures after completion of the travel. Note that the funds will apply to the student's Radford University account. If the account has zero balance, students will have the opportunity to receive the funds as a reimbursement.*

### **Student Information**

**Student Name:** \_\_\_\_\_

**RU ID Number:** \_\_\_\_\_

**Degree Program:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**RU Email Address:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

### **Conference / Research Travel Information**

**Conference or Event Name:**

\_\_\_\_\_

**Location:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_

### **Purpose of Attendance**

Describe the event and your role (presentation, performance, research, fieldwork, poster session, etc.): TYPE BELOW (25-word limit)

### **Professional Development Statement**

Explain how participation in this conference or research travel will contribute to your academic and professional growth: TYPE BELOW (25-word limit)

### **Additional Attendees**

List any faculty members or students from the University who are attending this event along with you:

### **Required Supporting Documents**

Please submit the following with your application:

- Conference registration confirmation
- Evidence of presentation acceptance (if applicable)
- Conference agenda or schedule with dates and fees

### **Estimated Travel Expenses**

| <b>Expense Category</b>     | <b>Estimated Cost</b> |
|-----------------------------|-----------------------|
| Conference Registration     | \$ _____              |
| Lodging                     | \$ _____              |
| Number of Nights            | _____                 |
| Pre-tax Cost per Night      | \$ _____              |
| Taxes & Fees per Night      | \$ _____              |
| Meals & Incidentals         | \$ _____              |
| Other Expenses              | \$ _____              |
| <b>Total Estimated Cost</b> | <b>\$ _____</b>       |

## **Additional Funding**

Do you expect any additional funding for this travel?

☐ Yes ☐ No

If yes, amount expected: \$\_\_\_\_\_

Source(s) of funding:

## **Student Acknowledgement**

I certify that the information provided in this application is accurate. I understand that approval of this application does not guarantee funding and that I am responsible for any expenses exceeding the approved amount. I also understand that the support (signature) from my Graduate Program Coordinator is required to request support.

**Student Signature:**

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**Printed Name:**

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**Date:** \_\_\_\_\_

## **Approvals**

### **Graduate Program Coordinator or Department Chair Approval**

**Signature:**

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**Printed Name:**

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**Date:** \_\_\_\_\_

**Office of Graduate Affairs Use Only**

**Decision to Fund:** Yes \_\_\_\_\_ No \_\_\_\_\_

**If Yes, Amount Approved:** \$ \_\_\_\_\_

**If No, Notes as to Reason:**

\_\_\_\_\_

**Approving Signature:**

\_\_\_\_\_

**Printed Name:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

Please submit this form with relevant attachments to [gradaffairs@radford.edu](mailto:gradaffairs@radford.edu).