Office of Graduate Affairs
Whitt Hall; PO Box 6928
Radford, VA 24142
Phone: 540-831-5724
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

Expense Category	Estimated Cost
Conference Registration	$_____
Student's Lodging (for one)	$_____
Number of Nights	_____
Pre-tax Cost per Night	$_____
Taxes & Fees per Night	$_____
Meals & Incidentals (Use appropriate federal government M&IE rates for the area you will	$_____

visit using this link: https://www.gsa.gov/travel/plan-book/per-diem-rates

Other Expenses $_____

Total Estimated Cost **$**_____

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:

_____

Printed Name:

_____

Date: _____

Approvals

Graduate Program Coordinator or Department Chair Approval

Signature:

_____

Printed Name:

_____

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.