

# **Graduate Student Travel Awards**

## **Department of Criminology, Law and Society**

### *Application and Travel Procedures*

Conferences present excellent opportunities to interact with colleagues from other institutions, to get feedback on your work, and to network as you prepare for your career beyond graduate school. The Department of Criminology, Law and Society is pleased to offer funding to support graduate students' travel to conferences to present their research.

Average awards are between \$200 and \$500 and may be combined with other funding from the university. Students may request additional department funds if conferences are cost prohibitive and awards may be increased based on available funds.

### **APPLICATION PROCEDURES**

#### **Application Deadlines**

- May 15 (for conferences that meet July – September)
- September 1 (for conferences that meet October – December)
- December 1 (for conferences that meet January – March)
- March 1 (for conferences that meet April – June)

#### **Application Materials**

Submit the following information to the Graduate Program Coordinator, Brielle Manovich, at [bmanovic@gmu.edu](mailto:bmanovic@gmu.edu) by the relevant application deadline:

1. Student name, email address, and G number
2. Conference name, date, and location
3. Title of your paper or roundtable presentation (bibliographic citation with order of authors)
4. Title of the panel on which it will appear
5. Full abstract of the presentation
6. Name of faculty (if any) with whom you are working
7. Brief statement of the final disposition of the presentation (i.e. will it be part of your dissertation, do you have thoughts on where you would like to publish it, how long until the research will be finalized and a manuscript is complete, etc.)
8. Current status of the research and presentation; this would best be demonstrated by providing one or more of the following:
  - a. fully completed manuscript related to the presentation, or
  - b. an outline of the manuscript, or
  - c. an outline of the presentation, or
  - d. PowerPoint or other presentation materials.
9. Estimated total cost of conference travel and amount requested from department

#### **Awards Criteria**

Students will be awarded travel funds based on available funding, the number of applicants, and the quality of the application materials. Applications will be evaluated in terms of the strength and clarity of

the project, the potential the project will be completed once the conference is over, the likelihood the work could be published, and demonstrated need for funding. The highest scoring students will receive priority in funding. Please contact the Graduate Program Director, Dr. Allison Redlich, with any questions.

### **Additional Travel Funding**

Students may combine these awards with other travel funding offered by the university or by faculty members.

## **TRAVEL PROCEDURES**

Before traveling, students must complete and have approved a travel authorization ***at least two weeks prior to your starting travel date***. Upon completion of travel, students must submit a travel voucher for reimbursement within 60 days of traveling. Any Travel Reimbursement requests submitted more than 60 days after trip completion may be reported as income and included on your W-2 as required by IRS guidelines. Traveler/delegate will receive an email stating that the approval process has begun. Another email will be sent once the document has received all required approvals. Detailed information on completing a travel authorization, voucher, and submitting for reimbursement can be found on the TRS Quick Guide which is included in this packet. If you have questions during any step of the travel authorization/reimbursement process, please contact Brielle ([bmanovic@gmu.edu](mailto:bmanovic@gmu.edu) or (703) 993-9417).

### **Notes:**

- Please list Brielle Manovich ([bmanovic@gmu.edu](mailto:bmanovic@gmu.edu)) as the Authorized Approver
- Unless it is necessary due to using grant funds and a faculty member asks you to list them as an optional approver, do **NOT** list an optional approver
  - This will include them in the authorization process – your authorization will not route forward until each approver has approved your authorization, so this just adds more people to the routing process