2017/2018 Graduate Student Travel Grant Guidelines

The Sam Fox School offers competitive travel grants for graduate students in art and architecture. These grants 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 following Commencement. Funds will not be awarded to projects retroactively.

Terms and Instructions (Application Form Is Attached)

• A limited number of grants 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. Grants 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 to 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 signed by the Director of Art or Director of Architecture and submitted to Nicole Allen, Assistant Dean, Givens Hall 105 (nallen@wustl.edu) by October 20, 2017, for the fall cycle (November-March travel) and February 16, 2018, for the spring cycle (March-October travel). Electronic submissions are preferred.

• Students must comply with all University and School regulations for off-campus travel.

• Travel reimbursement requests will be due within two weeks of completion of travel. A brief project report submitted to the Office of the Dean will be required before reimbursements are processed.

Deadlines: October 20, 2017, for the fall cycle (November 2017 - March 2018 travel)
February 16, 2018, for the spring cycle (March 2018 - October 2018 travel)
2017/2018 Graduate Student Travel 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): _______________________
_____________________________________________________________________________

Signature (Director of Art/Architecture): ____________________________________________

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.

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<th>Estimated Budget</th>
<th>Total Amount</th>
<th>Amount Requested from SFS</th>
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* If your total project budget is more than your grant 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: Nicole Allen, Assistant Dean, Givens Hall 105, nallen@wustl.edu

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