



## College of Sciences Dean's Graduate Conference Travel Award

The College of Sciences is pleased to provide partial funding for travel for doctoral and MFA students to present their research and equivalent creative activities (presentations, posters, creative works). Students must be primary authors and presenters.

### Requirements:

- Only enrolled doctoral and MFA students in good academic standing are eligible. The COS Dean's Graduate Conference Travel Award program is primarily intended for full-time graduate students, but part-time students may also apply.
- Students must be enrolled during the term of the award and at the time of the presentation to qualify for the payment.
- Only one application per student may be funded for an academic year (e.g. Fall 2024, Spring 2025, Summer 2025).
- The student must be delivering a research presentation or comparable creative activity at a professional meeting, with preference being given to those presenting at national and international meetings. Students must be the primary author and presenter.
- For a presentation co-authored by two or more students, funding will be provided to only one student author/presenter.
- Applications must be approved prior to the start of travel.

### Process and Application Deadlines:

Funding will be allocated on a rolling basis every month and applications will be reviewed after the 15<sup>th</sup> of each month. We are now accepting applications for conferences held in Fall 2024 and Spring 2025.

Funds will be administered by your program staff and will cover incurred expenses, such as registration, airline tickets, or lodging. You must work with your program staff to coordinate covering your expenses at the time of purchase (e.g. airfare, registration) or submitting receipts for reimbursement in accordance with UCF's travel guidelines and allowable expenses.

Please plan to submit an application with plenty of time before your planned travel to allow for processing.

**Award Amounts:**

- Virtual: \$100
- In-state: \$200
- United States (including Puerto Rico, Hawaii, and Alaska), Canada, or Mexico: \$400
- International (except Canada or Mexico): \$600

**Application and Award Details:**

- Funds are limited and not all applications will be approved.
- Applicants will also need to confirm that they either have already applied for any funding from their programs that might be available, the [CGS Presentation Fellowship](#), and [SGA conference funding](#) (see also <https://studentgovernment.ucf.edu/branch/legislative/committees/#2>) or are applying in conjunction with this application. If doctoral/MFA programs provide travel funds, COS funds should be in addition to those funds rather than a replacement.
- If approved, COS funds can be used for covering travel-related costs for university approved expenses only. Travel must be approved through the regular UCF approval processes prior to travel.
- Applicants must confirm that their conference presentation has been accepted. Funding will NOT be provided for attending a conference without an accepted presentation.
- Applications should be submitted via email as a single pdf file to [cosfacfellow@ucf.edu](mailto:cosfacfellow@ucf.edu).

## Graduate Student Travel Funding Application

Graduate Student: \_\_\_\_\_ UCF ID: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

PhD\_\_\_\_ MFA\_\_\_\_

Are you engaged in dissertation research/MFA final project production?    Yes    No

Will you be enrolled at UCF at the time of the presentation?    Yes    No

Name of Conference: \_\_\_\_\_

Location for Travel: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Title of Presentation:

\_\_\_\_\_  
\_\_\_\_\_

Has this presentation been accepted by the host organization?    Yes    No

For a complete application, you are required to attach your presentation abstract and conference acceptance. The conference acceptance may be an e-mail or letter that you received or the conference program with your name and presentation highlighted. If your presentation has not yet been accepted, you will need to wait and apply for the travel award when you receive proof of your acceptance.

Please check below for any other travel funding to which you have applied during this academic year or are applying for related to this presentation:

\_\_\_\_\_ College of Graduate Studies Presentation Fellowship

\_\_\_\_\_ Student Government Conference funding

\_\_\_\_\_ Doctoral/MFA Program funding (if available)

Applicant Signature: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

Please submit your completed application as a single pdf document via email to [cosfacellow@ucf.edu](mailto:cosfacellow@ucf.edu).