

**MASTER OF ARTS IN LIBERAL STUDIES
CONFERENCE TRAVEL FELLOWSHIP
APPLICATION GUIDELINES**

In order to encourage MALS students to present their research at academic or professional conferences, the program offers a limited number of travel fellowships.

ELIGIBILITY:

Any graduate student enrolled in the MALS program who has been accepted for Degree Candidacy and who is actively participating in a conference (i.e., presenting a paper or poster, or leading a discussion) is eligible to apply for a Conference Travel Fellowship. It is expected that the topic of the student's presentation will be related to his or her course of study in the MALS program. Students are limited to one conference travel fellowship per fiscal year (July 1-June 30), and preference will be given to students who have not previously received support from the program. Students must be currently registered during the semester that they receive the fellowship; those on a Leave of Absence from the Graduate School are not eligible.

FELLOWSHIP APPLICATION PROCEDURES:

The application must be submitted to the MALS office one month prior to the date of the conference. No fellowships will be granted retroactively. The application must be accompanied by a one-page letter of intent with relevant details of the trip including expenses, a copy of the conference program, and a brief description of the paper or poster to be presented at the conference.

TERMS OF THE AWARD:

The MALS program will provide up to a maximum of \$300 to cover the cost of conference registration fees, primary travel, three nights lodging, and meals for four days (up to \$25 per day). If the student has received any other grant for travel, this amount must be declared in the application. The program will offer up to four awards each fiscal year (July 1-June 30). Provided that the application meets all the criteria for an award, applications will be approved on a first-come, first-serve basis.

REIMBURSEMENT:

Save all original expense receipts. When you return from your trip, submit a Travel Expense Voucher to the MALS office. **The Travel Expense Voucher must be submitted no later than 1 month from the date of the conference.**

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Submit the following application, accompanied by a copy of the conference program, and a one-page letter of application that contains details of the trip and an abstract of the paper that you will present. In your letter, state how this topic relates to the studies you have undertaken in the MALS program. This application must be received by the MALS office one month prior to the conference.

Name: _____ SS# _____ Phone # _____

Address. _____

Title/Topic of the paper you will be presenting: _____

Conference Title: _____

Conference Location: _____

Conference Dates: _____

Other grants (source and amount): _____

DETAILS OF EXPENSES

Registration Fee: _____

Primary Travel Expense: _____ Type: _____ (Air, car, bus, etc.)

Food per day: _____ (Max. of 4 days, not to exceed \$25 per day)

Lodging per night: _____ (Max. of 3 nights lodging)

TOTAL REQUEST: _____

Applicant Signature: _____

Date of Application: _____