



LSC Graduate Student Professional Development Fund

(Last updated on August 1, 2015)

Graduate students in LSC can apply for financial support from the department for travel to academic conferences. Students can apply for up to \$1,000 for international travel and up to \$500 for domestic travel. In order to be eligible for these awards, students need to fulfill all of the following criteria:

- The student applying for funding is the presenting author for a paper or poster
- The presentation or poster is based on a paper or abstract that has been accepted for presentation through a competitive, peer-reviewed process
- The student is in good standing in LSC's M.S. or Ph.D. program
 - Ph.D. GPA of not lower than 3.5
 - MS: GPA of not lower than 3.0
 - No incompletes on the student's transcript
 - Students on leave of absence are not eligible

Application process:

- Students should send a short application letter to LSC's Student Services Coordinator with the following information:
 - Complete information on conference (including dates and location)
 - A budget estimate for costs to travel to/present at the proposed conference
 - Complete bibliographic information on paper or poster (in APA format, including abstract)
 - Documentation that paper or poster has been accepted
 - If eligible, students are encouraged to apply for additional travel support from the Graduate School, academic associations or other funding agencies. Preference will be given to applications from students who document seeking additional support.
- Annual deadlines for review: **May 15, October 15**; students are encouraged to submit applications as soon as they have an accepted paper since funds will be given out on a first-come-first-served basis. Students who have submitted papers to conferences, such as AEJMC, that take place into the next funding period but do not make acceptance decisions in time for the current funding period, should apply during the current funding period. Disbursement of funds in these cases will be contingent on subsequent documentation that the paper has been accepted.
- Awards will be determined by the graduate committee.

Reimbursement:

- Travel awards can only be used for travel-related expenses in line with UW and CALS travel policies (see <http://www.cals.wisc.edu/BusSvc/travel/>).
- Students who win a travel award need to complete and submit a travel reimbursement form through MyUW; students should alert LSC's Financial Specialist regarding their completed form and schedule a meeting to submit.