



# COLLEGE OF EDUCATION

## **Dean's Graduate Travel Grants (2018-2019)**

As part of the COE strategic plan to enhance retention of graduate students and increase the visibility of our graduate programs, Dean Jennifer Rice is creating a matching travel fund. This fund will support student travel and professional development activities representing unique opportunities to increase the visibility of COE graduate students at research and professional conferences domestically and internationally. Examples include unique opportunities for students to present at an international research conference, participate in a research fellow program with a disciplinary association, or gain research skills through workshops or training at other universities.

### **When will this program start and end?**

The funds will be available starting November 5th, 2018 until expended or November 4th, 2019. This is a pilot program, which will be evaluated after one year based on whether it (a) increases the number of students presenting at major research and professional conferences, (b) allows our students to take advantage of unique, competitive professional development experiences, and (c) leverages additional funding in terms of matching support from departments for graduate student professional development.

### **What are the goals of the Dean's Graduate Travel Grants?**

The Dean's Graduate Travel Grant program is designed to allocate additional funds from the College and departments for student travel and professional development activities. In other words, the goal of the program is that at the end of the first year of this fund, an additional \$20,000 will have been spent by the College of Education as a whole to support student travel and professional development, with \$10,000 coming from the Dean's office and \$10,000 coming from departments that submit graduate travel grant applications and commit additional funds beyond what would have been provided previously.

We anticipate this \$20,000 having two major benefits:

- (a) Providing more direct funding to graduate students to participate in unique and competitive professional development activities than would have been possible previously and;
- (b) Adding to the visibility of COE graduate programs and students in education and human development research and policy-making associations and forums worldwide.

### **What are important contexts shaping COE graduate student travel?**

Typically COE department funding (from TLPL, CHSE, or HDQM) for graduate student travel is limited in two ways (a) either by amount (e.g. \$200 or \$400) or by (b) the number of times a student can receive support (e.g. once a year, or once pre-candidacy and once post-candidacy).

Graduate students also have the opportunity to apply for and receive matching support to present research at conferences from the University of Maryland Graduate School.

<https://gradschool.umd.edu/funding/student-fellowships-awards/graduate-school-travel-grants>

Students can apply for this Graduate School support once pre-candidacy and one-time post-candidacy. Students have to prove that they have funding from another source (such as department) and that they are presenting. The Graduate School will match up to a range of \$250 and \$600 depending on the location of the conference.

**How do graduate students and departments access the Dean’s Graduate Travel Grant funds?**

Under this program, graduate students are eligible to apply for additional funding to support presentations at professional conferences or participation in professional development activities that provide unique opportunities beyond regular funded travel.

To apply, students take the following steps:

**STEP ONE:** Students apply for this special funding request using the attached form and submit to departments. This one-page application asks students to check boxes related to the funding they are seeking and the required information about the special travel request.

**STEP TWO:** The department reviews the applications on a rolling basis. They will determine the most meritorious applications and decide whether or not they will provide a “match.”

In all cases the amount must be matched by the department, so if the total student travel support cost is \$1000, the department would pay \$500 and the Dean’s Graduate Travel Grant would contribute \$500.

**STEP THREE:** Once the department has reviewed and forwarded the selected applications to Associate Dean for Graduate Affairs KerryAnn O’Meara, they will be approved on a rolling basis. There will be an equitable distribution across graduate students in the three departments. Assistant Dean Hakim Scott will notify business managers to arrange for the transfer of funds.



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## Dean's Graduate Travel Grant Application (2018-2019)

Name of Doctoral Student \_\_\_\_\_

Department \_\_\_\_\_

Name of conference or professional development activity \_\_\_\_\_

Dates of conference or activity \_\_\_\_\_

Please provide a brief description of the conference and/or professional development activity and how it benefits your doctoral program and professional development:

Estimated total cost of attendance \_\_\_\_\_

*\*To include travel, lodging, conference registration, and other potential costs.*

Expected Graduate School support (if applicable) \_\_\_\_\_ N/A (circle as appropriate)

Expected other contribution (if grant or program support is being provided from another source please note that source and amount here)

\_\_\_\_\_ or N/A (circle as appropriate)

Please check all boxes that apply as they relate to support for your travel:

	YES	NO
I am confirmed as <i>presenting a research or professional paper</i> at this conference.		
This travel will support a <i>professional development activity</i> that benefits my doctoral program and career interests.		
This application is for my first conference this year but <i>the cost exceeds the department allocation due to its special circumstance.</i>		
I have already received my normal department travel allocation.		

Student Signature and Date \_\_\_\_\_

**To be completed by Department Chair or their designee:**

Please indicate amount of department travel funding already awarded to this student, and rationale for this request (e.g. how this grant will add value for the student and/or increase College visibility).

Cost of this conference or professional development activity \_\_\_\_\_

Support from sources other than department and college \_\_\_\_\_

Department Support

- Match for Dean's Travel Grant \_\_\_\_\_

Requested Dean's Graduate Travel Grant \_\_\_\_\_

This application meets the criteria set up for the Dean's Graduate Travel Grant program of either

- funding a student who had already used their travel allowance or
- funding a student for whom we are adding additional funds than would typically be provided.

Signature of Department Chair or designee:

Date

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