

## CSWS GRADUATE STUDENT TRAVEL GRANTS

Deadline: Monday, December 3, 2007

The Center for the Study of Women in Society invites applications for grants that provide some support for travel expenses. Travel must be associated with research and/or creative work on topics related to gender, feminist theory, or any aspect of women's experiences. Awards are subject to conditions set by CSWS. Only graduate students enrolled with the University of Oregon are eligible to receive CSWS graduate student travel grants.

### Award Conditions

1. **Funding Range:** Grants up to \$200.
2. **Frequency of Grants:** Only one CSWS Travel Grant per person, per academic year. Preference will be given to applicants who have not received a CSWS Travel Grant in the previous three fiscal years.
3. **Use of funds for travel should be related to one or more of the following activities:**
  - a. Presentation of a paper at a conference.
  - b. Participation as discussant on a panel.
  - c. Travel to library collections for research purposes.
4. **Application Time Frame:** Applications may be submitted for travel occurring up to three months prior to the grant deadline.
5. **Reimbursement:** Although University approved per diem rates may be used for most travel-related expenses, other research expenses are reimbursed only upon presentation and processing of proper receipts. Photocopied receipts may be submitted with the proposal, but **original** receipts are required for reimbursement **if the grant is awarded**. And while CSWS funds will cover expenses incurred up to three months prior to the grant deadline date, the University will not reimburse receipt-based claims that are "older" than six months. Therefore, awardees are advised to submit only those receipts that can be processed within the time allowances set.
6. **Funding Period:** The grant funds awarded will be available as soon as the award has been officially made and must be expended by 6/30/2009. No exceptions will be granted.. Original receipts are required for reimbursement **if the grant is awarded**.
7. **Collaborative Presentation:** Collaborators may not submit separate grant applications for the same presentation. However, if collaborators elect to share a single travel grant award, they must so indicate and base their calculations and request on the costs of a single presenter.
8. **Other Travel Grant Applications:** Applications for travel support from other sources, including notification dates, must be on the application form.

### **Application Procedure**

Submit original and 1 copy of the following materials (application not returned):

1. **Application and budget:** Official application and budget worksheets are attached.
2. **Letter of Confirmation:** Conference participation confirmation letter, and printed conference program if available; or letter from library confirming availability of appropriate library resources.
3. **Abstract:** Provide a 100-word abstract of the conference paper, description of the panel, or library research goal.
4. **Significance:** In an additional paragraph, please describe (in 100 words or less) the significance of your research activity to gender, feminist theory, or any aspect of women's experiences. *Please provide both parts one and two as described above or we will be unable to process your application.*

**Submit all of the items below (original and two copies):**

- Completed application and budget
- Letter of confirmation
- 100-word abstract
- Significance (100 words or less)

Applications must be received in the CSWS office, 340 Hendricks Hall, no later than 5:00 p.m. of the deadline date. Please note that **late applications will not be accepted.**

# CSWS GRADUATE STUDENT TRAVEL GRANT APPLICATION

Deadline: Monday, December 3, 2007

*Please type or print legibly.*

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Department: \_\_\_\_\_ Office phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Home phone: \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

U.S. Citizen: Yes  No  (Information for payment purposes should you receive this grant.)

Have you applied for other travel support for this project? Yes  No

If yes, indicate:

Source: \_\_\_\_\_ Amount requested \_\_\_\_\_ Notification date \_\_\_\_\_

Source: \_\_\_\_\_ Amount requested \_\_\_\_\_ Notification date \_\_\_\_\_

Please provide appropriate information for either conference presentation or library research.

## Conference Presentation

Sponsoring organization: \_\_\_\_\_

Conference title: \_\_\_\_\_

Conference location: \_\_\_\_\_ Dates: \_\_\_\_\_

Paper presentation:

Panel presentation:

Title of Paper/Panel: \_\_\_\_\_

If Panel, indicate your role: Moderator  Discussant

## Library Research Activity

Library name: \_\_\_\_\_

Library location: \_\_\_\_\_

Purpose of activity: \_\_\_\_\_

Date: \_\_\_\_\_

## Proposed Budget

**(\$200 maximum; per diem, food not allowed)**

Have you applied for other travel support for this project? Yes  No  If yes, indicate

source: \_\_\_\_\_ Amt. \_\_\_\_\_ Est. notification date \_\_\_\_\_  
source: \_\_\_\_\_ Amt. \_\_\_\_\_ Est. notification date \_\_\_\_\_

**Proposed Budget**

	Estimated	Actual
Travel:		
Airfare:	\$	_____
Ground Transportation:	\$	_____
Lodging:	\$	_____
Meals:	\$	_____
Registration:	\$	_____
Fees:	\$	_____
Other: _____ describe	\$	_____
<b>Total all estimated expenses:</b>	<b>\$</b>	<b>_____</b>

**You will need to submit original receipt(s) for the expense(s)  
for which you elect to use the CSWS travel grant.**

To the best of my knowledge, this application meets the objectives, restrictions, conditions, and guidelines for the CSWS Graduate Student Travel Grants program.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date