

September, 2017

TO: Graduate students (MA, MFA, and PhD) and all part-time lecturers

FROM: Doreen Fowler, Chair, Travel Funds Committee

The Travel Funds Committee reminds graduate students and part-time lecturers who have not received departmental funding in 2016-17 that you are eligible to apply for funding in 2017-18. **Applicants may receive funding one time only during the academic year.**

Funds are intended to support a trip of significant distance to support your research, scholarship, and writing, such as (in order of preference): (1) presenting a scholarly paper or reading from your own creative work at a regional, national, or international conference, (2) conducting research at a library or archive, (3) engaging in a project at a major workshop or institute. **The committee does not fund travel to serve as a principal organizer for a session at a regional, national, or international conference.**

Graduate student applicants should first seek support from the Office of Graduate Studies, which maintains funds to help defray expenses **for one trip only per student** for a conference presentation or dissertation research. See the online graduate student handbook and the website of the Office of Graduate Studies for further information.

This year, we have a small amount of money to fund a limited number of proposals from students who received departmental funding last year, although students who were not awarded funding continue to receive first priority. Applications requesting reimbursement of job hunting expenses or expenses for service-related travel (e.g., travel related to editing) cannot be accepted by the committee.

Departmental travel awards this year will be \$500, based on the merit of the proposal. **Applicants are advised to submit their materials at least six weeks before the travel dates. Travel funds are not retroactive;** in other words, the departmental Travel Funds Committee needs to process your application and the Shared Service Center must complete all necessary paperwork before you leave Lawrence. Please submit application materials electronically in Word or PDF attachment. Applications should include:

1. Cover letter detailing the professional activity to be completed, including title(s) of any presentation(s); travel dates, including date of departure and arrival; travel destination; and an explanation of how the activity will help the applicant meet professional goals for his or her own work. **Please also indicate whether or not you received travel funds from this committee last year; and whether or not you have already received funding from the Office of Graduate Studies.**
2. Copy of presentation abstract, conference session proposal, or research project description.
3. Copy of acceptance letter (for conference presentation or session), letter of invitation (for readings or workshops), or information regarding the archival materials to be viewed (for research projects).
4. Graduate students should supply a copy of their degree progress report.

Please send application materials to dfowler@ku.edu, and **please note that this memo can also be found on the English Department website under Resources/Documents.**