

## **Guidelines for Department Funding of Graduate Student Travel**

ASU Graduate College requires Departments to provide a priority ranking of graduate students applying for Graduate College travel funds.

The priority ranking will be applied by the Graduate College when the requests from applicants for funding exceed the amount available.

Applications for Graduate College support will not be considered after the relevant deadline.

**The Department of Psychology will rank applications based on the following priorities and policies.**

The Department of Psychology will continue to provide \$200 per year for travel reimbursements to all students who are authors or co-authors on convention presentations.

Graduate travel awards from the Graduate College are for out-of-state airfare only.

Higher priority will be given to applicants not previous funded for travel, or with the longest time interval since the most recently funded travel.

Higher priority will be given to students in years 2-5 of doctoral training than to students in years 1 or 6+.

Higher priority will be given to applicants who are first authors of presentations.

Higher priority will be given to students who are on the job market.

### **Instructions for applying for Travel Money**

- 1. Fill out the Department Justification Form—making sure it responds to the departmental priorities listed above.**
- 2. Fill out the University Travel form.**
- 3. Fill out the Grad College Travel form.**
- 4. Turn in to Laurie (Director of graduate Studies for her signature and prioritization. Put in the box outside her office door....Room 312 Psych North. FORMS ARE DUE TO LAURIE ONE WEEK BEFORE THE GRADUATE COLLEGE DEADLINE.**

## **Department Justification Form**

What year are you in the program? \_\_\_\_\_

Have you previously received a travel grant? \_\_\_\_\_

If so, when? \_\_\_\_\_

Are you Presenting a poster or paper? \_\_\_\_\_

Are You the First or Second Author? \_\_\_\_\_

Are you in the job market? \_\_\_\_\_

Please attach a justification for the trip or description of other extenuating circumstances.

The Graduate College Travel Award forms are available @  
<http://www.asu.edu/graduate/generalinfo/travlgrrnts/index.html>

The Graduate College Travel Award form must be accompanied by a University Travel form available @ <http://www.asu.edu/fs/travel/traveln.html>

Please fill out these forms and have Sharada Rao in PSY 237 check them for completeness before they are submitted to Dr. Laurie Chassin, Director of Graduate Studies. Sharada will get the Authorizing Travel Official signature on the Travel form, and make a copy of the request for the Accounting files.