

## Applying for Travel Funds Students

This document describes procedures for applying for travel funds for both graduate students (page 1) and undergraduate students (page 2). **Please be absolutely certain that you fill out all forms correctly and adhere to posted deadlines. Failure to do so may result in receiving no funding.**

### **Graduate Students:**

The main sources of travel funds for **graduate students** are:

- 1) Research mentor grants
- 2) The department
- 3) The college
- 4) The graduate school (note: there are specific deadlines for this source!)

If your mentor does not have a grant that provides for travel, you will need to apply for the other sources. Funds are limited—they are unlikely to cover all of your expenses-- and will be provided only when students are presenting research conducted at WKU.

**IMPORTANT: All forms MUST be submitted to the Department Chair at least one week prior to the Graduate School deadline.**

### Department and College Application (#2 and #3 above)

You can request travel money from the department and from the college using the Ogden College Travel [Form](#)

**Download** the form and open it using Adobe Acrobat or Reader. Do not try to complete the form within your web browser. Do not try to complete the form using Mac's Preview application. Complete the form using Adobe Acrobat or Adobe Reader. By user Adobe, the fillable forms will be preserved AND you can provide a digital signature. Using Adobe Reader or Acrobat to sign documents is an important skill that you will use again in the future.

You will submit this form on the PSYS department shared drive (Dept. Chair To Be Signed Folder). Students cannot access this drive, but your faculty mentor can. I will forward it to the Associate Dean of Ogden College and copy you. You should receive a notification from the college when it is completed.

### Graduate School Application (#4 above)

If you plan to request money from the [Graduate School](#) (which you should) **please apply at the same time that you apply for department and college funds.** I know it would be more convenient if you could use the same form, but the Graduate School uses their own form. The Grad School application form should be included, along with all of the supporting documents. Include these documents along with the Ogden form when you

submit it to the department chair. See the link above for the instructions and application materials.

### **Undergraduate Students**

**Undergraduate students** cannot apply for travels funds from the graduate school. However, there are additional sources of travel funds that are only for undergraduate students, listed below. Requests for funding from the department or college can be made; but funds are very limited.

1. [Honors Development Grant](#)
2. [SGA Scholar Development Grant](#)
3. [Lifetime Experience Grant](#)