

Friends of UIUC Department of Communication
Graduate Student Conference Travel Support Program

FRIENDS TRAVEL GRANTS

Thanks to the generosity of the Friends of UIUC Department of Communication, this program provides support for graduate student travel. There are two types of funding. Students may receive support to travel to professional conferences to present papers they have written, and/or support to attend other academic events that involve a competitive selection process but might not involve presentation of original research. All students who qualify receive awards. Students traveling to present original research may apply for up to \$400 (the amount of the award may vary, depending on whether the paper is single authored and presented or co-authored and co-presented). Students traveling to other academic events for which they were competitively selected (e.g., NCA Doctoral Honors Conference, RSA Institute, non-presenting authors of a paper selected for a traditional conference). may apply for up to \$250. Applications are accepted at any time during the year. To apply, one merely has to fill out an application form and submit it to the department office. Friends Travel Application forms are available online.

The funds available for this program are limited, so some restrictions on eligibility are necessary; these are described below:

1. *To qualify for a \$400 travel award*, an applicant must be a graduate student in Communication, currently registered and in residence, who will be presenting at a professional meeting or conference a paper that he or she has written.
2. *To qualify for a \$250 travel award*, an applicant must be a graduate student in Communication, currently registered and in residence, who will be attending an academic event for which there was a competitive selection process. (This includes being a non-presenting author of a competitively accepted conference paper.)
3. A student may receive a maximum of two travel awards in any academic year. (An academic year begins on August 16 and ends on August 15 of the next calendar year.) The limit of two applies both to full awards (\$400 and \$250) that go to a single individual and to awards that are shared under co-presenter arrangements described below.
4. In a given academic year, students may receive travel awards only for conferences or events that take place during that academic year (defined as August 16 of one year to August 15 of the next).
5. Each travel award must be used to attend a different meeting or event; that is, one may not receive two awards to attend the same meeting, even if one is presenting two or more papers at that meeting.
6. In the case of papers co-authored by two or more graduate students, the award will be made to the student who is presenting the paper. If the paper will be presented jointly by two or more student authors, the award will be

divided equally among the presenters. (Non-presenting co-authors may wish to apply for the \$250 award described above.)

7. In the case of papers co-authored with faculty members, the student may apply for \$400 support only if the student will be presenting or co-presenting the paper. If multiple student co-authors will be presenting the paper jointly, the award will be divided equally among the student presenters. (Non-presenting coauthors may wish to apply for the \$250 award.)
8. The application form which can be found on the forms page of the department web page (<http://www.communication.illinois.edu/grad/forms/>) must be filled out completely and must be accompanied by evidence that the paper has been accepted for presentation or that the student has been competitively selected to attend an academic event (typically a letter of acceptance from the program chair and/or a copy of the meeting program).

It is expected that, in most cases, students will apply for support in advance of travel to the conference. If students apply at least two weeks in advance, they will receive notification of the award before they travel. Retroactive applications for support will also be accepted so long as the conference took place in the same academic year as that in which the application is submitted.

Students who receive awards must submit receipts for legitimate travel expenses equal to the amount of the award promptly on their return from the conference. Legitimate travel expenses include hotel bills (not including incidental charges for telephone calls, mini bars, in-room movies, and the like), meals, conference registration fees, airline tickets, train tickets, taxi service, and mileage charges at \$0.565 per mile for persons who drive their own cars to conferences and submit fuel receipts. If a student's legitimate travel expenses total less than the amount of the award, the student must refund the unused portion of the award.

Awards are not transferable; the funds may be spent only by the applicant to whom they were awarded. A student who receives an award but does not attend the conference or event (e.g., due to illness) must refund the award. This program is unrelated to the Graduate College student conference travel grants. Therefore, one might apply for and receive both a Friends Award and a Graduate College Grant for the same conference.

Friends of UIUC Department
of Communication

Conference Travel Support Application

Name: _____ Date of application: _____

Name of conference –OR– Academic event involving a competitive selection process:

Location of conference: _____ Dates of conference: _____

Will you be presenting a paper at this conference? (yes/no) _____

Title of paper to be presented (if applicable):

List all other conferences and/or academic events during this academic year (an academic year begins on August 16 and ends on August 15 of the next calendar year) for which you have received travel awards (either full or partial awards as a co-presenter) from the Friends program:

Attach to this form evidence that the paper has been accepted for presentation or that the student has been competitively selected to attend an academic event. If possible, provide both the letter of acceptance from the conference program chair AND a copy of the conference program, listing your presentation (one or the other is OK, both are preferred).

Please note: You must submit receipts for legitimate travel expenses equal to the amount of the award promptly upon your return from the conference (that is, within one week after you return to the campus).

Return this form to Amy Holland, Communication Main Office