



Phi Beta Delta • Alpha Pi Chapter
Honor Society for International Scholars
The University of Kansas

Travel Fund for Conference Paper Presentations by Student Members

-Application Form-

Member Name: _____ **KUID:** _____

E-mail address: _____ **Phone:** _____

Address: _____

Department: _____ **Major:** _____ **GPA:** _____

_____ **Undergraduate**

_____ **Graduate**

• Estimated Expenses

Transportation \$ _____

Lodging \$ _____

Registration Fees \$ _____

Total estimated travel expenses \$ _____

• Funding available from other sources (personal, grants,

The Graduate School, department funding, etc.). \$ _____

• Total funding requested up to \$300 \$ _____

(may not exceed total estimated travel expenses less other available funding)

• Name of faculty member writing your letter of support _____

The letter should comment on the quality of your work and scholarship. It should also discuss the significance of your research to the conference or the field in general and any other justification for the award the faculty member deems significant. Submit the signed *and sealed* letter with your application.

• **Your narrative**

Write and submit a narrative of no more than 500 words in length, describing the paper or workshop and its significance to your educational experience and/or your degree program. If the paper or workshop is to be given in the United States, clarify its international focus.

• **Department endorsement**

After completing the steps above, show your completed application packet to the Chair of your department and get the Chair's signature and optional comments about your request for this funding.

Signature of Chair: _____ Date: _____

Comments: _____

Decisions regarding February 1st submissions will be made and all applicants notified by February 15.
Decisions regarding September 1st submissions will be made and all applicants notified by September 15.

Deliver the completed application to
Malika Lyon
Office of International Programs
1450 Jayhawk Boulevard, Room 300
Lawrence, Kansas 66045