Graduate Student Travel Funding Guidelines
Department of Sociology
University of Kentucky

Graduate student participation in presenting their research at professional conferences is an important part of graduate education in the Department of Sociology. As the amount and availability of funding to support graduate student travel are variable year to year, the following are guidelines intended to assist the Department Chair in awarding funding for graduate student travel to present their research at professional conferences.

All sociology graduate students seeking travel funding must submit a completed copy of the Graduate Student Travel Funding Request Form to the Director of Graduate Studies (DGS) at least 2 months prior to the conference.

No student can be funded by the Sociology Department to travel to more than ONE conference per fiscal year, with the following exceptions: (a) students travel as a group to a conference and share expenses, or (b) students receive funding support from individual faculty members in the Sociology program.

The priority for travel support to graduate students will be given to the importance (e.g., being on the job market) and prestige (e.g., national and international conference, paper award) of the presentation in the development of the student’s career regardless of the level of their education. The following criteria will be also used in deciding the distribution of department funds to support graduate student travel:

- **Type of Conference** – National and international conferences will be given the greatest weight.
- **Type of Presentation** – Paper presentations, particularly peer-reviewed, are given more weight compared with other forms such as posters, roundtables. Serving in volunteer roles such as session chair and discussant will be given the least weight.
- **Degree program progress** – As evidenced in their most recent annual review, graduate students must be in good standing regarding progress in their respective degree program.
- **Fit with Student’s Focus** – the research being presented by the graduate student should reflect the focus of their study in their respective degree program.
- **Proximity** to successful degree completion.

All students receiving department travel support are required to organize some form of a practice session in the department prior to the conference. Failure to do so could affect the student’s eligibility for future department-provided travel funding.

The Graduate Committee will review all applications and make recommendations. The decision will be approved by the Chair. While these guidelines and criteria will be used in determining eligibility, the amount and final distribution of funds will also reflect the Department of Sociology’s intent to support conference travel for as many graduate students as possible.
Graduate Student Travel Funding Request Form

Date Submitted: ______________
Amount of Funding Requested: $ ______

Intended Use of Funds: Airfare/Mileage [ ] Hotel [ ] Registration [ ] Other [ ]

Have you previously received Sociology Dept. travel funds this academic year? Yes [ ] No [ ]

Name: ____________________________________________

Degree Program: M.A. [ ] Ph.D. [ ] Anticipated Graduation Date: _______

Area of Specialization in Degree Program: ____________________________________________

Thesis or Dissertation Committee Chair: ____________________________________________

Program Status: Taking courses: [ ] Thesis or Dissertation writing: [ ]

GPA in Sociology Graduate Program: ________

Conference: ____________________________________________

Dates: ________________ Place: ___________________________

Type of conference participation: Paper [ ] Poster [ ] Roundtable [ ]

Other: __________________________

Title: ____________________________________________

Author(s): ____________________________________________

Abstract:

____________________________________________________________________________

Have you applied for other travel funding for this conference? Yes [ ] No [ ]

If yes, where did you apply?

____________________________________________________________________________

If you were successful, what is the source and amount of travel funding awarded?

____________________________________________________________________________

Additional information:

____________________________________________________________________________