GRADUATE CONFERENCE TRAVEL SUPPORT: SPANISH

AIM: These awards are designed to enable graduate students majoring in Spanish to present papers at national, regional or international conferences, or to attend the MLA for job interviews. In certain fields such as linguistics, applications in support of poster presentations at highly visible national or international conferences will be considered where the applicant can show that the presentation has been accepted after peer review and will receive significant exposure during the conference. Applications must be made for travel in the current or next semester, except in the case of attendance at the MLA for job interviews, after which funding may be requested the following February. Awards cannot be taken up after graduation from FSU or in the semester in which the applicant expects to graduate. Awards will not be granted for study on programs which FSU prohibits or discourages its students from attending, e.g. on the grounds of U.S. State Department travel warnings; awards may be withdrawn at any time on the grounds of revised FSU advice or prohibition.

DEADLINE FOR RECEIPT OF APPLICATIONS:

October 5: for Fall and Spring semester travel

February 5: for Spring and Summer semester travel and for attendance at the MLA for job interviews the previous January.

Applications may be made while awaiting acceptance of a conference paper proposal; if funding is awarded, this will be conditional upon receipt of documentation showing acceptance of your paper for inclusion in the conference program. All sections of this form must be completed. Late or incomplete applications will not be considered for funding.

AWARD AMOUNTS: The grant awards will not normally exceed $500 for regional conferences or attendance at the MLA for job interviews, $1,000 for national conferences, and $1,500 for international conferences. Lower limits may be set if required by funding constraints. Applications to support the presentation of papers at conferences mainly featuring established scholars will be accorded higher priority than applications to participate in conferences consisting mainly or exclusively of graduate presentations.

REIMBURSEMENT: On completion of travel, original travel receipts (including boarding passes for air travel) must be submitted to the Winthrop-King Offices for reimbursement. Only travel items such as airline tickets, lodging, conference registration, food, etc., will be reimbursed.
APPLICATION FOR GRADUATE CONFERENCE TRAVEL SUPPORT:
SPANISH

NAME: ______________________________ EMPLOYEE ID# ______________________

Your Employee ID number is not located on your FSU card and is not the same as your FSUID. Your Employee ID consists of nine numbers. You can find your Employee ID on-line as follows:

1. Login to http://my.fsu.edu with your Employee ID
2. Choose “Secure Apps”
3. Choose “FSUID Management”
4. Your Employee ID will be displayed in the top right corner

HOME ADDRESS (to which check will be mailed on completion of travel)
________________________________________________________

EMAIL ADDRESS ______________________________

PURPOSE OF TRAVEL

Conference name, location and dates of meeting:

For presentation of conference paper, state:

Title of your paper:

Has your paper been accepted for inclusion in the conference program?

YES / NOT YET (circle one)

If “YES”, attach acceptance notification to your application

For attendance at MLA for job interviews, state:

Name of each institution by which you were interviewed:
**BUDGET TRAVEL REQUEST BY CATEGORY** (Travel, Lodging, etc.)

<table>
<thead>
<tr>
<th>Category of expenditure</th>
<th>$</th>
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</thead>
<tbody>
<tr>
<td>Airline tickets</td>
<td></td>
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<tr>
<td>Other travel (specify)</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
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<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Conference registration fee</td>
<td></td>
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<tr>
<td>Other (specify)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REQUEST</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURE OF APPLICANT** ___________________________ **DATE:** _______

**NAME OF MAJOR PROFESSOR** ___________________________

**COMMENTS OF MAJOR PROFESSOR**, detailing and assessing likely benefits of proposed travel:

**SIGNATURE OF MAJOR PROFESSOR** _______________________ **DATE** _______

**FORWARD COMPLETED APPLICATIONS TO:** Winthrop-King Institute Offices, Diffenbaugh 401/440.

Revised 07/09/2015