

Guidelines for NMSU Department of Geography Graduate Student Travel Grants Revised 1.19.16

To support graduate students traveling to professional meetings, the following guidelines will be used to review travel grant applications and award Departmental funds. Please note these funds are in addition to funds provided by the Graduate School, ASNMSU, and the NMSU Graduate Student Council.

- 1) Based on current budgeting, a limited number of \$250 travel grant awards will be provided from Geography Department funds. Applications for funds should be submitted no later than 1 March for Spring term and no later than 15 October for Fall term.
- 2) Travel funds are available only for students presenting research papers or posters. In order to allow students to also apply for Graduate School funds, we are using the form that the Graduate School has developed.¹ The form has a place for paper/poster titles and for faculty advisors to sign to indicate they reviewed the poster/paper being presented. Normally, the student's thesis advisor would sign; departures from this should be explained with a brief cover note by the signing faculty.
- 3) Applications should be submitted to Dr. Christopher Brown, Department Head, and must be accompanied by a one page abstract in which the student applying states the research questions to be examined, methods and data to be used, and anticipated results. If an acceptance from the conference organizers has been issued, this should also be attached to the funding request.
- 4) Applications will be reviewed according to the following criteria:
 - a. Successful proposals must clearly state the research goals and questions, data and methods to be deployed, and anticipated results.
 - b. Preference will be given to papers being presented, as opposed to posters. Presenting to peers orally is best for professional development and the most likely venue in which people will present in their future careers.
 - c. Preference will be given to students nearing completion of their thesis, especially those defending during the semester of the professional meeting.
 - d. Per the guidelines issued by the Graduate School, students will only be granted funds one time in a given academic year.
 - e. Preference will be given to students leveraging money with other non-personal sources beyond those being sought through this application process. The funds we can grant are modest, and leveraging these with other funds gives students a better chance at raising needed travel funds.
- 5) Even when departmental funds are not granted, we will sign off on the form and forward it to the Graduate School for further consideration. Supplemental funds are also available from the NMSU Graduate Student Council (see <http://web.nmsu.edu/~wwwgsc/funding.html> for details) and from ASNMSU (<http://asnmsu.nmsu.edu/files/2015/09/FPW-Final-for-Website.pdf> for details). Students are strongly encouraged to pursue these and other potential sources of funding.
- 6) Upon return to campus, students are to provide a copy of their final presentation, and copies of the cover sheet from the conference program and the section of the program in which their paper is listed. This is consistent with both Graduate School policies for travel grants and the policy by which NMSU funds faculty travel to conferences.

¹ This form is available at http://gradschool.nmsu.edu/gradschool/Conference_Travel_Award.pdf.