

MARIE BROWN GRADUATE STUDENT TRAVEL AWARD 2009-2010

INFORMATION

This award fund is the result of a generous bequest from the will of Marie Brown, who was a member of the Office of Graduate Studies and Research from its foundation in 1964 until her retirement in October 1987. It is the intention of the Office of Graduate Studies to recognize outstanding work of PSU graduate degree students and to contribute to their professional development in their own fields by helping to fund their travel to distant sites for scholarly purposes.

Eligibility:

Applicants must be students admitted to graduate degree programs at Portland State University and in good academic standing at the time the award is made. Travel can occur at any time from June 15, 2009, through September 15, 2010, including eligible travel that has already occurred at the time of the application (but not reimbursed or scheduled for reimbursement). The award funds can be applied to conference fees, lodging, food, and other necessary expenses as well as to travel fares. Due to limited funds, preference will be given to doctoral students.

Examples of eligible travel:

- receipt of honors awarded to the student for scholarly work
- invited individual student presentations at scholarly conferences
- individual presentations at scholarly conferences accepted as the result of Requests For Proposals, including papers and poster sessions
- multiple-student presentations at scholarly conferences accepted as the result of Requests For Proposals
- presentations by eligible student(s) and faculty jointly at a scholarly event

Application and Award schedule:

- Awards will be made each term of the Academic Year (Fall 2009, Winter 2010, Spring 2010). No awards will be made during Summer term.
- **Applications must be received in the Office of Graduate Studies (6th Floor Unitus Bldg, SW 4th and Lincoln) no later than 5:00 P.M. on the following schedule:**

Friday, October 9, 2009, for Fall term

Friday, January 15, 2010, for Winter term

Friday, April 9, 2010, for Spring term

Late applications will go into the following term's applicant pool.

- Responses will be mailed to applicants approximately two weeks after the application deadline.
- Award funds will be mailed directly to recipients, at the address given on the application, within approximately two weeks of the response letter.

Award specifics:

- Awards will be given in varying amounts, up to the maximum award per student of \$400.00. The total disbursement in any term is variable, depending upon the amount available and the applications received.
- A student who receives less than \$400 is eligible to apply for additional award funds in future terms, as long as the student remains in good academic standing in the graduate degree program.
- A student who has received \$400 from this award program is not eligible to apply again, unless the student graduates with his/her graduate degree and is admitted for a different graduate degree program at PSU.
- Each recipient is required to submit to the Office of Graduate Studies a one-page report on the conference or event within thirty days of its completion, plus provide proof of participation and copies of receipts for major expenses.
- If, for any reason, recipients do not attend or participate in the function as described in the application, the award must be returned to the Office of Graduate Studies for future disbursement.

**MARIE BROWN GRADUATE STUDENT TRAVEL AWARD
2009-2010**

APPLICATION

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|---|-----------------------------|
| Name | ID No. |
| Address | Telephone |
| Email address | |
| Graduate degree program (degree and major) | Expected term of graduation |
| What specifically are you doing in your graduate program this term? | |
| Event name | |
| Event date(s) | Event location |
| Specific participation in this event | |
| How will this participation contribute to your graduate education? | |
| What are the (itemized) projected costs of this event and its related travel? What specific request are you making of this award program? Attach a separate sheet if necessary. | |
| What monetary support is being given by the department/program for this event? | |
| Student signature | Date |
| Department chair signature | Date |

Attach a copy of the conference/event brochure or other published information and a copy of your confirmation letter from the conference.