

## Department of Design Graduate Student Request for Travel Funds

The Department of Design may have limited funding available to support student travel. Support will not be granted more than once per academic year (September-August). To have your request for support considered, you will need to provide the following information:

Student's Name: \_\_\_\_\_

Destination: \_\_\_\_\_

Estimated Departure Date: \_\_\_/\_\_\_/20\_\_\_

Estimated Return Date: \_\_\_/\_\_\_/20\_\_\_

1. A letter (1-2 pages) explaining the relevance of the venue to your particular field. Describe how this experience will enhance your degree program and your development as a scholar.
2. A letter of support from your academic adviser affirming the worthiness of the project and, in the case of conference papers, affirming the quality of the paper being delivered and the prestige of the conference in the student's field. (This is required for the Arts & Humanities Graduate Research Small Grants Program application.)
3. If you are attending a conference/workshop, provide a copy of the announcement or website link.
4. If you are presenting your research at a conference/workshop, provide a letter of invitation or other official indication of acceptance from the sponsoring organization or institution and a website link to the conference program.
5. A detailed budget (i.e., transportation, lodging, registration, etc.). Please note that the department does not provide reimbursement for meals.
6. Indicate if you have (or plan to) request funds from:

Council of Graduate Students Ray Travel Award

<https://cgs.osu.edu/funding-opportunities/ray-travel-award/>

Arts & Humanities Graduate Research Small Grants Program

<http://artsandsciences.osu.edu/academics/graduate-students/funding-resources>

Please return completed form to both Mary Anne Beecher.17 and Steve Pruchnicki.3