

David Wissbrun

Subject: FW: FY 19-20 Graduate Student Travel Award Program
Attachments: Graduate Student Professional Travel Award Application.docx; Graduate Student Professional Travel Award Log.xlsx

From: Joe Kieleszewski <joek@wayne.edu>
Sent: Monday, November 4, 2019 8:43 AM
Subject: FY 19-20 Graduate Student Travel Award Program

Dear Chairs,

The college will be getting this program back on track for FY 19-20. Last year (FY 18-19), due to the uncertainty of whether or not the Grad School was going to continue the program and as a result of various changes including administrative within CLAS, we neglected to inform you in a timely manner if at all. So our intention moving forward is to streamline this process as much as possible which will now allow us to inform you earlier in the year rather than later. In the past, rather than our college reimbursing the departments after the student's trip has taken place and the expense incurred, we will instead "upfront" the entire budget for each department (see below for your department allocation.) However, in order for the college to receive its reimbursement back from the Graduate School, the departments need to submit a bi-annual (3/6/2020 and 9/11/2020) reporting spreadsheet (attached) in a timely manner. Failure to submit this spreadsheet in a timely manner to the Dean's Office will result in forfeiture of these funds i.e. we will pull them back out of your general fund and if there are any unused funds remaining, those too will be taken back before year-end. So please do not use unused funds for other purposes than what they were intended for.

The allocation listed below is based upon the number of Master and Ph.D. degrees awarded within your department. These funds will be deposited into your general fund this week. In addition, we've attached an award form (Notification of Graduate Student Professional Travel Form) that the departments can use internally if they choose to use it i.e. in the past, this form had to be sent to the Dean's Office prior to the student's trip, but again, in order to streamline the process, it no longer needs approval at the Dean's Office.

Would you please forward this email and attachments to the appropriate individuals in your department i.e. student graduate advisor and staff. In addition, David Wissbrun in the Dean's Office will now be assuming the continual oversight of this program moving forward. Therefore, if you have any questions or concerns, please direct them to David and he can be reached at 577-8895 or dv8703@wayne.edu. Thank you.

Allocations (caps for each department):

\$3,000 cap:

Communication Sciences and Disorders
Psychology
Political Sciences
English
Chemistry

\$2,000 cap:

CMLLC
Math
Urban Studies and Planning
Economics
Biological Sciences
History
Anthropology
Physics and Astronomy
Sociology

\$500 cap:

Criminal Justice
Philosophy
Geology

THE GRADUATE STUDENT PROFESSIONAL TRAVEL AWARD:

WHAT IS IT?

The Graduate Student Professional Travel Award provides support to doctoral and master students (MUST BE ENROLLED FULL-TIME DURING THE ACADEMIC YEAR IN WHICH THE AWARDED IS GIVEN) presenting a scholarly paper or poster at a national major professional meeting. The award application and selection process takes place **entirely** at the department level.

TIMFRAME:

-Travel must occur between October 1, 2019 and September 7, 2020.

HOW MUCH MONEY IS AVAILABLE TO THE DEPARTMENT AND PER STUDENT?

-The Dean's Office in conjunction with the Graduate School will match a total of **TWO** dollars for every **ONE** dollar that the department contributes up to a maximum of \$750.00 per student i.e. if the department contributes \$375.00 to a student, both the Dean's Office and the Graduate School will contribute a total of \$750.00 toward the student's trip.

-See your departmental allocation above. This is the **total** combined allocation from the Dean and the Grad School to your department.

WHO IS ELIGIBLE?

- Full-time students in a Master's or Ph.D. program in the year in which the trip occurs;
- the student is the main presenter of a paper or poster;
- the student receives no more than one award per fiscal year.

HOW DO STUDENTS APPLY?

- They should contact their chair of their department or designee e.g. faculty advisor and/or department administrative assistant. Please do not have the students contact the Dean's Office.
- Departments can utilize the attached "Notification of Graduate Student Professional Travel Form" or whatever means they wish to use internally to notify students.

HOW DO STUDENTS MAKE THEIR TRAVEL ARRANGMENTS ONCE THE DEPARTMENT GIVES THEM AN AWARD?

- They first need to complete a TravelWayne Travel Request PRIOR to their trip. If a student needs assistance in completing their Travel Request, they should contact your departmental staff member i.e. administrative assistant within your department that has been already delegated to assist employees and students.
- Once the trip is completed, the student needs to complete a TravelWayne Expense Report. Again, if they need assistance completing their expense report, they should contact your departmental staff member assigned to help them. Students should not be contacting the Dean's Office for assistance.