

## **Student Requests for Travel Support from the President and Provost**

Both the Office of the President and the Provost receive requests for travel support for Graduate Students throughout the year. While it is desirable to find ways to support UM graduate students, there are very limited funds held centrally that can be used for this purpose. The nearly random submission of requests leads to an unsystematic allocation of funds, usually favoring those who submit requests first. Many requests arrive with no endorsement of department chairs or college/school deans, and often there is no indication that they have been asked to meet the needs of the students. Also, most requests arrive with no indication that the students have applied for travel funds administered by the Graduate Students Association. Therefore the following process is proposed to rationalize the process for dealing with Graduate Student travel requests to the Central Administration of UM.

### **Process**

#### **Central Administration Fund**

In consultation the President and the Provost will jointly establish a fund for Central support of graduate student travel at the beginning of the fiscal year. This fund will be made available for one-time-only support of graduate student travel with approximately 60% of the funds being available for the first half of the year and 40% of the funds being available for the second half.

#### **Sources of Support for Graduate Student Travel**

There are several possible sources of support for graduate student travel. Individual student funds, individual donors such as professional associations, grant and contract funds, department and college/school funds including state general funds and auxiliary accounts and UM Foundation accounts, Graduate Students Association administered funds, and Central Administration funds from a variety of sources but collected in the fund noted above. It is important that graduate students, with the assistance of their major professor, determine the most relevant sources from which to seek funding.

#### **Application and Allocation of Central Funds**

Application for funds will be accepted twice per year as follows:

<b>September 15</b>	<b>Funding for events from October 1 through June 30</b>
<b>February 15</b>	<b>Funding for events from March 1 through September 30</b>

Review of applications would be by a subcommittee of the Graduate Council with a recommendation for funding made to the Associate Provost for Graduate Education. The recommendation would state whether or not the proposal should be funded and at what level. The Associate Provost then would make the allocation beginning with the top ranked proposal, following the recommendation amount or adjusting funds as needed, until the funds available are

exhausted. Awards will be announced by October 1 or as near to October 1 as possible or March 1 or as near to March 1 as possible.

Unused funds will be recycled to the fund or carried over to the following year, depending upon their source.

### **Application Process:**

A written application needs to be made for each travel event program (one page maximum) in a memo form or as a letter. There is no application form.

1. To ensure that each level of academic administration is knowledgeable about requests being made and to ensure that each level has a chance to participate in funding as appropriate, Department Chairs (where they exist) and Deans must be signatories to the request. The graduate student must also sign the request if a single student request and the faculty member organizing the travel must sign for a programmatic request on behalf of a group of students.
2. Specific Request—to go where, when, and for what purpose
3. Specific Budget—the expected expenses for the travel itemized by major categories
4. Budget Sponsors—known and potential sponsors and amount requested from each (i.e. from whom funding is being sought, how much, and whether or not already committed)
5. Request from Central Administration—specific amount requested
6. Please bring the applications to the Graduate School. The Graduate School is on the second floor of the Lommasson Center in the Griz Central complex.

### **Evaluation Criteria**

The following are illustrative of the criteria considered in making an award:

- Unique or one time funding requested (not a continuing program)
- Strategic opportunity for University or for individual student development
- Number of students served
- Responsibility for funding not wholly vested with program, department, or college/school
- Central funding necessary for program to occur