

## CHS Graduate Student Travel Grant Submission Procedures

### Overview:

CHS Master's, Professional Doctorate, and PhD students may request grant funds to defray travel expenses for the purpose of *disseminating their research findings*. Students who request this funding are also expected to apply for other funding from the Graduate College (see link below), relevant professional organizations, and from their faculty mentor.

### CHS Student Travel Grant Requirements:

- a) The student must be listed as a presenting author on either a conference poster or presentation (co-author with faculty is acceptable). Proof of conference acceptance will need to be provided.
- b) Request for forms must be submitted at least one month before travel. **Funds will not be approved after travel.**

**Submission Deadlines:      September 1<sup>st</sup>**

**February 1<sup>st</sup>**

*Note: There will be a limited amount of funding available for each cycle, so it is recommended that students apply as soon as possible.*

**Maximum travel grant amounts:    \$500    Master's and Professional Doctorate students**  
**\$700    PhD students**

### Process:

1. Request a CHS graduate travel form (DocuSign) from Angela Smith at [CHSTravel@asu.edu](mailto:CHSTravel@asu.edu). This is an electronic form that you will complete and sign. Complete all portions of the form including the justification for amount you are requesting.
2. After you submit the form, it will be sent to your program coordinator for approval and then it will be sent to the College level for approval (Assoc. Dean Julie Liss).
3. When you are notified of a travel grant award, input your travel in the ASU Concur travel system. If you need assistance with Concur, contact Angela Smith at [Angela.L.Smith@asu.edu](mailto:Angela.L.Smith@asu.edu).

**Summary:** Student requests and submits DocuSign □ Program Coordinator approves/signs □ Academic Success Hub Dean approves/signs □ Student sent approval notification □ Student inputs travel information into Concur Travel System

### Additional notes:

1. If your travel is funded by grants or other accounts, submit your travel request directly into the Concur travel system.
2. All students should apply for travel grant support through the Graduate College (<https://graduate.asu.edu/pay-for-college/travel-awards> ) and ask their faculty mentor/advisor to provide matching or additional funds from grants or other budgets.