



College of Liberal Arts and Sciences  
English Department

### **Undergraduate Travel Stipend**

The English Department has a limited pool of money reserved for assisting students with academic travel expenses relevant to their work as English majors, such as presenting at a conference or performing off-site archival research. Students are encouraged to first seek funding from the Office of Undergraduate Research and Scholarship, but should funds from that office be unavailable or insufficient, the English Department will attempt to meet the needs of as many students as possible within budget constraints. The funding cap for each request is \$300. This stipend may be used for actual travel costs such as meals and lodging; fees related to research (such as photocopies at archives); or conference registration fees.

The travel fund has a rolling application date. Students who apply by the third week of a given semester receive priority; if money remains after priority requests have been granted, disbursements will continue throughout the semester until the fund is exhausted.

To apply for funding, students must submit the following to the office of the Department Chair in 235 LHH. All materials may be found on Contests & Grants section of the Student Resources area of the English Department's Website.

- Application form
- Copy of an acceptance letter or invitation, should the proposed project require such credentials
- [Waiver of Liability](#)

These materials may be submitted in hard copy or via email.

Students who are awarded funding will be expected to write up a 500-1000 word statement upon their return, detailing the work they accomplished and, if relevant, the ways in which that work contributed to a larger goal. Students are also encouraged to find a public outlet for their work so that it can benefit the larger GVSU community; for example, they may consider participating in Student Scholars Day or speaking as part of the English Department's Colloquium series.

To receive reimbursement, students must submit;

- ORIGINAL receipts (hard copies, not electronic)
- Travel & Expense form (hard copy)
- Reflection on Research (may be electronic)

to Jennie Reed in 235 LHH. Jennie is available to answer any questions regarding the reimbursement process.

## Application for English Department Student Travel Grant

NOTE: BEFORE SUBMITTING, PLEASE CHANGE TITLE OF DOCUMENT TO  
[yourlastname]travelgrantapplication

Name:

Year/Major GPA:

Semester for which travel assistance is being requested:

Course(s) to which work completed during travel is relevant:

Name of faculty sponsor, if any:

Purpose of travel (archival research, conference attendance, etc.). Please be as specific as possible:

Name & URL of host institution:

Title (can be working title) of project requiring travel:

What work have you already completed towards this project?

What outcomes are you hoping to achieve via this travel?

How will the proposed travel benefit your work **within** the English major? (250-350 words):

Timeline for project requiring travel: