

IU Indianapolis Graduate Student Travel Fellowship Instructions

How-to-Apply

The maximum amount a graduate student may receive is \$1000. This is a competitive process and submitting an application does not guarantee funds will be awarded.

Step 1. Discuss with your faculty mentor the application process and determine if your school, department or mentor will provide some financial support for you to travel to the meeting.

Step 2. Obtain written acceptance from the conference committee indicating you will be admitted to the meeting and invited to give a presentation.

Step 3. Write a one-page synopsis of how this conference will assist you in your studies and/or career goals.

Step 4. Calculate an estimated total travel costs (e.g. hotel, flight, rental car, [per diem](#), etc.).

Step 5. Complete the [IU Indianapolis Graduate Student Travel Fellowship Application](#) and upload the proof of presentation acceptance on the Conference Details tab. Make sure your mentor has reviewed your application and is willing to write a supportive letter.

Step 6. Click, "Save my progress and resume later" at the bottom of the Signatures page and submit your e-mail address allowing you to link back to your electronic application and submit it after you obtain the required signatures from your school.

Step 7. Take your proof of acceptance, estimated travel costs and the [Signature Page](#) to your Department / Program Chair and your School Associate Dean of Graduate Studies for approval / signatures. Your mentor will have to write a letter of support for your travel application as indicated under the instructions for mentors.

Step 8. Scan the completed signature page.

Step 9. Open the e-mail sent to you by MachForm no-reply@indiana.edu and click on the link to your application.

Step 10. Upload the scanned copy of your synopsis to the Applicant Details page.

Step 11. Upload the scanned copy of your signature document to the Signatures page.

Step 12. Submit your application from the Review Your Entry page.

Step 13. Your Faculty Mentor / Advisor will receive an e-mail indicating that your IU Indianapolis Graduate Student Travel Fellowship Application has been submitted.

Step 14. Once your Faculty Mentor / Advisor submits the [Faculty Form](#) you will receive notification.