

Steed Travel Award Application

(revised 11/12/13)

This award is made possible through the generosity of Paul Steed, benefactor to the Department of Anthropology. It is designated to help defray the costs of graduate students attending and participating in professional conferences. It is given twice a year; the Fall deadline for applications is the last Friday of October and the Spring deadline is the Monday immediately following spring break.

Instructions: Fill out this form, have your advisor sign it, and attach a copy of your presentation (paper, poster, other). Draft versions will not be accepted.

Students are required to:

- 1) Apply first for funding from the Graduate Student Association and the Office of Research and Graduate Studies (provide documentation).
- 2) Fill out a TRAVEL FORM /REPORT (see Pamela) so that the reimbursement may be correctly processed through Dedman College financial offices.
- 3) Demonstrate that their paper/poster has been accepted for presentation at the conference.
- 4) If the conference has already taken place: submit receipts. Only receipts will be reimbursed. Reimbursable expenses: conference registration, transportation (airfare or car rental/gas), lodging, food, poster printing.
- 5) If the conference is to take place in the near future: submit a detailed projected budget. Once the conference has taken place, submit receipts to be reimbursed.

Name _____ Number of Years in Program _____

Previous Steed Award(s) and Date(s) _____

Conference, Date, Location _____

Significance of Conference Presentation to Career

Author's Role in Research/Paper (sole author, co-author, etc.)

Abstract of Paper (Include research basis of presentation. 200 word maximum)

Budget (detail funds requested for transportation and/or lodging)

Other Funding Sources (already secured, pending, and applied for/rejected)

Advisor _____ Advisor's Signature _____