

Office of Graduate Studies
Office for Academic Programs Announces:

Giles T. Brown Graduate Student Travel Grant

The Giles T. Brown Graduate Student Travel Grant, established in Fall 2015 with funds from the Giles T. Brown Endowment for Graduate Studies, supports the travel of CSUF graduate students to participate in conferences to present their research.

PURPOSE:

Grant money funds travel and conference registration expenses for CSUF graduate students participating in professional conferences and other professional activities (performances, art exhibitions, etc.) wherein the student is presenting his/her research and/or presenting creative or performing activities.

CONDITIONS:

1. Travel is only allowed in the continental U.S.; International travel cannot be funded at this time. Priority is given to applicants whose travel will occur within the next three months; applications for travel planned for more than three months after the application date might be postponed to a later application date. Travel cannot occur less than 2 weeks of the submittal deadline dates. A completed Travel Request form must accompany your application as well.
2. "Conference" may include symposia, congress, arts competitions, and performance auditions. Applications will only be considered if the student has an active participation in the conference (for example, as presenter, speaker, poster author, panelist, conference volunteer/worker, performer, etc.). It is expected that the graduate student's participation will be linked to the student's degree program requirements (for example, thesis or project research, performance, or course work).
3. Financial need will be determined by the Free Application for Federal Student Aid (FAFSA) or CA Dream Act if you are eligible. If you are not eligible to complete one of these applications, you will need to explain your financial need in Part II of the grant application. The explanation needs to include details about your regular expenses and income and will be determined at the discretion of the Director of Graduate Studies.
4. **Grant awards will average from \$200 to \$1,000.** It is unlikely that a grant award will cover the entire cost of the student's expenses. Grant funds are disbursed as reimbursements to the student and require receipts to be submitted for reimbursement after expenses are paid.

ELIGIBILITY:

1. Applicants must be currently enrolled in a graduate degree program (master's or doctoral) during the semester of application (enrollment in GRAD 700 is acceptable.)
2. California residency is not a requirement.
3. Applicants must be in good academic standing with a minimum 3.00 Graduate GPA (cannot be on academic probation).
4. Applicants must demonstrate financial need (via FAFSA, CA Dream Act or Personal Statement).

TO APPLY:

Students must submit the following: 1) Application, 2) Travel Request form, and 3) copy of the conference program or document showing conference date & location to the Office of Graduate Studies (MH 112) by 5PM on the application deadline.

Applications and information are available on the Office of Graduate Studies website: www.fullerton.edu/graduate.

Faculty letter of recommendation must be sent directly to Sonya White via email at sonyawhite@fullerton.edu or fax to 657-278-7590 or hand-delivered in a sealed envelope for the Graduate Studies office in MH-112.

DEADLINE:

Applicants are encouraged to apply as early as possibly within the context of their travel dates.

The Submittal Deadlines for 2018-2019: September 5, 2018; November 28, 2018; February 20, 2019; May 20, 2019

Applicants must submit the application materials to the Office of Graduate Studies at MH-112 by 5PM on the application deadline.

Any questions or to submit the application, contact Sonya Felton White: sonyawhite@fullerton.edu or 657-278-8542.

**GILES T. BROWN GRADUATE STUDENT TRAVEL GRANT
2018-2019 APPLICATION**

To be eligible, applicants must be enrolled in a CSUF graduate program, have a minimum 3.00 Graduate GPA and demonstrate financial need.

Name:	CWID:		
Address:	Phone:		
City, State:	Zip Code:		
Email:	Gender:	Male	Female Other
Degree Program:	Graduate GPA:		
Semester and year you anticipate receiving your master's degree:			
Are you currently employed at the university on stateside or auxiliary services?	Yes	No	
Are you an International student?	Yes	No	
Are you eligible to submit a FAFSA or CA Dream Act application?	Yes	No	
If yes, have you submitted the application already?	Yes	No	

PART II - REQUIRED MATERIALS

- 1. Personal Statement (1 page maximum per question, 4 pages maximum):**
 - a. What is the nature and purpose of the travel for which you are seeking funding? If you are traveling to a conference, what is the name, place, and date of conference? What is your role at the conference (i.e. presenter, panelist, performer, poster submittal, assistant and/or volunteer)?
 - b. Describe your educational goals and career goals.
 - c. Describe any challenges or disadvantages you have encountered in the pursuit of your education.
 - d. Submit an itemized budget associated with the travel for which you are requesting funding. Indicate any other funding you anticipate receiving or have received for this activity.
- 2. Demonstrate Financial Need (1 page maximum):** Regardless of eligibility for FAFSA or CA Dream Act, explain your financial need. This should include details about your regular expenses and income. If you are eligible and have not yet completed a FAFSA or CA Dream Act application, you will need to do so within a week of submitting this grant application. Please note: it is unlikely that the funds granted through this program will cover the entire cost of the proposed travel.
- 3. Confidential Letter of Recommendation from a Faculty member:** For the letter to be considered confidential, the letter must be sent directly to the Office of Graduate Studies (MH-112) by the Faculty member or hand-delivered in a sealed envelope with the Faculty member's signature written on the envelope flap. Other options available are: 1) the Faculty member can email the letter directly to Sonya White at sonyawhite@fullerton.edu or 2) send via fax at 657-278-7590.

PART II - REQUIRED MATERIALS (continued)

4. **Copy of your CV/Resume**
5. **Copy of the conference program or document showing conference date & location**
6. **Completed & signed Travel Request Form:** Make sure to complete the areas that are highlighted in yellow, as well as sign and date the form. If the travel will occur more than three months after the submittal deadline dates, the application might be postponed to a later application date.

By signing and dating below, I affirm that the information given above is correct. I also certify that I have filed a 2018-19 Free Application for Federal Student Aid (FAFSA) or CA Dream Act, if eligible.

Applicant Signature

Date