

Graduate English Fellowship for Research Travel

BEFORE YOU TRAVEL, please submit completed form to the graduate administrator in Bryan 236D. **Requests for funds must be related to dissertation research. Please attach a few sentences describing the nature of your research and its relevance to your dissertation.** You will also need to obtain your director's signature (see space below) endorsing this request. Please note that requests are either for \$250 (if your archive is located east of the Mississippi) or for \$500 (if your archive is west of the Mississippi, overseas, or a comparable distance from Charlottesville). Students may submit requests for up to \$500 total per fiscal year (July to June). **Keep in mind that requests for summer funding must be made before May 1st.** You are asked to estimate but are not required to document your expenses. **We do, however, ask that you provide evidence of travel** (such as an e-ticket or confirmed reservation). Requests typically take about two weeks to process.

Name: _____ Date: _____

E-mail Address: _____

Local Address: _____

No. Street

City State Zip

Do you have a loan with Student Financial Services for this current academic year? _____

Dates of travel: Begin: _____ End: _____

Total Amount of Requested Fellowship: \$ _____

Name and Location of Archive: _____

Expenditures:

Transportation _____
Accommodations _____

Have you received other research travel funds this fiscal year (July – June)? _____

If the answer is yes:

Date: _____ Where: _____ Amount: _____

Dissertation Director's Signature _____

***** For Office Use Only *****

Name of Fellowship: _____ Amount \$ _____

Period of Award: Fall ___ Spring ___ Other ___ Lump ___

Date keyed into the GSAS Database: _____ Processed: _____

DGS Signature: _____