

UC LMRI Graduate Student Conference Travel Grant Guidelines

Purpose and Description: The University of California Linguistic Minority Research Institute (UC LMRI) has established a Graduate Student Conference Travel Grant program to help fund travel expenses for graduate students in the UC system to present research papers on linguistic minority students and related issues at any national or international conference. The awards are for \$500 each. Relevant applications will be funded on a first come, first serve basis. Up to ten grants will be awarded in 2007-08 with up to five grants awarded in the six-month period from July 1 to December 31, 2007 and the remaining grants awarded in the six-month period from January 1 to June 30, 2008.

Eligibility: All University of California graduate students (Ed.D., Ph.D. or M.A. students) may apply more than once, but are eligible to receive only one award. UC LMRI dissertation grantees are not eligible. Graduate students supported through UC LMRI faculty research grants are eligible to apply, but preference will be given to graduate students not supported with UC LMRI grants.

The conference must be a national or international event for the purpose of discussing and/or disseminating information or academic research on linguistic minority students and related issues.

Application Process: Students are eligible as soon as their paper has been accepted, but must apply at least 30 days prior to the beginning of the conference. Evidence of conference participation must be submitted with the application in the form of a formal letter of acceptance and/or a copy of the conference schedule that lists the student's presentation. In the event that they are awarded a Travel Grant, applicants will also be required to submit a signed Consent to Publish Form.

To apply, fill out the application form (download form at www.lmri.ucsb.edu) and mail the completed form and required documentation to:

UC LMRI
4722 South Hall MC3220
University of California
Santa Barbara, CA 93106-3220

Reimbursement and payment procedures: Indicate one at the time of application:

- (1) **Transfer of funds:** If indicated on the application form that the award should be made payable by transfer of funds, the award of \$500 will be paid in full by a transfer of funds to the campus account that is indicated on the application form. The account must be a 19900 fund (in a research account beginning in 44xxxx through 59xxxx). A travel budget must be submitted along with the application form.
- (2) **Request for Travel Reimbursement:** If indicated on the application form that the award should be made payable by a request for travel reimbursement, the completed form must be submitted with all required documentation and

original receipts to UC LMRI. Receipts and expenditures must not exceed the award amount of \$500 and must be in accordance with university policy, and documentation must meet the standards required to pass a financial audit. Complete UC Travel Policies are available online at:

<http://www.ucop.edu/ucophome/policies/bfb/g28.html>

- a. For domestic travel reimbursements the form is available online at:
<http://accounting.ucsb.edu/?form=travel-domestic-travel-reimbursement-worksheet>
- b. For international travel reimbursements the form is available online at:
<http://accounting.ucsb.edu/?form=travel-foreign-travel-reimbursement-worksheet>
- c. If you are missing any receipts, a Declaration of Missing Evidence Form must be submitted and is available online at:
<http://accounting.ucsb.edu/?form=travel-declaration-of-missing-receipt>

Acknowledgments: By accepting a UC LMRI Graduate Student Conference Travel Grant, you must submit a copy of your paper to UC LMRI, giving UC LMRI the right to post your paper on the UC LMRI web site (www.lmri.ucsb.edu). The UC LMRI Faculty Steering Committee also requires that award recipients acknowledge the support of the UC LMRI in their paper in the following manner:

The presentation of this paper at _____ conference on _____ (date) was supported by funding from the University of California Linguistic Minority Research Institute (UC LMRI) under the UC LMRI Graduate Student Conference Travel Grant program. Opinions reflect those of the author(s) and do not necessarily reflect those of the funding agency.

UC LMRI Graduate Student Conference Travel Grant Application Instructions

Submission Requirements

The UC LMRI Graduate Student Conference Travel Grant Application Packet must include all of the following documents:

PRINTED OR TYPED DOCUMENTS ONLY; HANDWRITTEN VERSIONS NOT ACCEPTED

- Application Form** (*signature required; must be submitted by mail*)
- Abstract of Conference Presentation**
- Travel Budget**
- Evidence of Conference Participation** (*formal acceptance letter and/or copy of conference schedule or program listing the student's presentation*)

Where to Submit Documents

Signed Application Form should be mailed to:

UC LMRI
4722 South Hall MC3220
University of California
Santa Barbara, CA 93106-3220

Other documents may be submitted either together with the Application Form by mail, or separately by email to: grants@lmri.ucsb.edu.

Submission Deadlines

Application Packet documents must be submitted at least thirty days prior to the beginning of the conference to be considered.

Notification

Notification of awards will be made within ten working days after all Application Packet materials have been received. Acceptance or refusal of award must be given to UC LMRI within one week of award notification (**Phone:** (805) 893-2250; **Email:** grants@lmri.ucsb.edu).

Deliverables

In order to receive payment, awardees agree to submit the following documents within ten working days following the conference:

- 1.) **Consent to Publish Form** (*signature required; must be submitted by mail*)
- 2.) **Electronic copy of the paper** presented at the conference, acknowledging UC LMRI's support (by email to: grants@lmri.ucsb.edu)
- 3.) If the Travel Reimbursement payment option was selected, a completed, signed **Request for Travel Reimbursement Form** and all original receipts must be submitted by mail to UC LMRI.

Cancellation of Award

Note that this award may be rescinded at the discretion of the UC LMRI Director if the conference is cancelled for any reason; if the conference presentation is not completed for any reason; and/or if the required deliverables are not received within the stated time frames.