

History Department Travel Grant **To Present Research at Second Annual Conference**

Please complete both parts of this form and submit it to Susan Hilderbrand **at least four weeks prior to your travel**. She will get approval from the DGS and send this to the Chair of the department.

- Meeting must be a major regional, national or international conference.
- Grants are limited to \$750 for domestic and \$1250 for international travel
- Students must have already applied and received the Graduate School Grant, unless they have exhausted their allotted number of Graduate School-funded trips. (applications are available online at www.vanderbilt.edu/gradschool)
- All documentation must be submitted to the department at least four weeks prior to your trip.

Applicant Name: _____

Name of Conference: _____

Location of Conference: _____

Dates of Attendance: _____

Amount Requested: _____

Attachments:

- A copy of the abstract to be presented and a brief summary on how the conference is directly relevant to your dissertation.
- A copy of the letter accepting your paper for a conference session, or a page from the program that lists your session.
- A brief endorsement from your supervisor, including a statement about the relative importance of the conference (unless it's a prominent national one).

Signature of Applicant: _____ Date: _____

Signature of DGS: _____ Date: _____