

Department of Communication Sciences and Disorders

Travel Fund Awards

Please submit the following information to the main office for review

The purpose of this program is to support students traveling to state and national conferences and meetings to present their research. ***Students receiving a travel award are expected to present during the CAHS Research Week. Incomplete forms (or missing supportive documents) will result in no funding.** Funding awards are competitive. MS, AuD, and UG students are only eligible for 1 award per academic year. PhD students are eligible for up to two awards per year. You must turn in printed paper copies of this request form (& supplemental documents) into Vanessa's mailbox by the deadline and at least 4 weeks before travel. Submissions after the deadline will not be considered for that funding period.

You are required to disclose any additional funding and the amount at the time of submitting your form. If you secure funding after the time of submitting the travel form, you are still required to disclose any funding/awards received. Failure to do so will result in a loss of CSDI funding.

Eligibility:

Students must be first author on the paper or poster to apply and the student receiving any funds must attend the conference. It is expected that research presented is a representation of work done while at ECU and not part of work done outside of ECU.

Travel fund requests for **Fall semester** must be submitted by **September 15th** and expended by December 31st

- 6 AuD/MS students will be selected for awards of \$250 each
- PhD students are eligible for awards of \$250 each
- 2 UG students will be selected for awards of \$150 each

Travel fund requests for **Spring semester** must be submitted by **February 1st** and expended by June 15th.

- 4 AuD/MS students will be selected for awards of \$250 each
- PhD students are eligible for awards of \$250 each
- 1 UG students will be selected for awards of \$150 each

Students are encouraged to consider additional sources of funding including, but not limited to:

1. CAHS Matching Fund Request, when available
2. Graduate School Matching Fund Request (generally open only to PhD students), when available
3. Undergraduate Studies Travel Funds (undergraduates only), when available
4. SAA and NSSLHA

Checklist for CSDI Travel Award Submission:

- Complete the required CAHS Travel Request form
- Attach printed copy of event information including event name, dates, location and agenda
- Attach printed copy that confirms your paper was accepted and lists your title and authorship order (indicating you are first author)
- If applicable, attach flight estimate
- If applicable, attach hotel and any other related travel costs (e.g., registration). NOTE: you **must** disclose in writing on these estimates when you are sharing a room, car/mileage fee, taxi or other related travel costs and indicate with whom you are sharing with
- Documentation showing if you have received any additional funding for your travel, when applicable
- All above materials are printed, turned into Vanessa's mailbox by the above deadline and at least 4 weeks before your travel dates