2016–17 GRADUATE STUDENT RESEARCH RESOURCES REQUEST FORM

Please complete and submit a form for each trip you plan to take in 2016–17. Submit forms to Dr. John Bowers (john.bowers@unlv.edu), Chair of the Research Resources Committee.

**PERSONAL & TRIP INFORMATION**

NAME: ______

DATE: _____

GRADUATE PROGRAM (circle one): MA MFA PhD Literature PhD Creative Writing

FACULTY SPONSOR: _____

TRAVEL DESTINATION: _____ (city & state or country)

TRAVEL DATES: _____ (departing) _____ (returning)

**BUDGET**

CONFERENCE REGISTRATION

TRANSPORTATION

AIRFARE (if flying) ______ mile @ ______ rate*= ______

MILEAGE (if driving) ______ miles @ ______ rate*= ______

LODGING ______ nights @ ______ rate*= ______

PER DIEM ______ days @ ______ rate*= ______

OTHER (please specify) ______

SUBTOTAL ______

MINUS GPSA FUNDING ☐ APPLIED FOR/PENDING ☐ GRANTED ______

TOTAL ______

*Mileage and per diem rates are available at the following URLs:

• mileage rates: [http://accountspayable.unlv.edu/Trvlman/Mileage.html](http://accountspayable.unlv.edu/Trvlman/Mileage.html)

• per diems (U.S. destinations): [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)

• per diems (overseas): [http://aoprals.state.gov/content.asp?content_id=184&menu_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
**CONFERENCE & OTHER PRESENTATIONS**

Please complete this section if you are applying for funds to participate at a conference. Otherwise, please complete the next section (“Other Research-Related Travel”).

CONFERENCE TITLE: _____

SPONSORING ORGANIZATION (if not indicated in conference title: _____

PRESENTATION or PAPER TITLE: _____

PRESENTATION STATUS: ☐ invited ☐ proposed ☐ accepted

*NOTE: In order to be reimbursed for travel to a conference, you will ultimately have to provide either a copy of the conference program in which your name appears or a letter or email from the conference organizers indicating that your paper has been accepted or describing your role in the conference.

*If you are attending a conference but not giving a presentation, please briefly describe your role or activities:

**OTHER RESEARCH-RELATED TRAVEL**

If you are applying for funds for any other research-related travel, please use this space for your proposal. Your proposal, together with your supporting materials, should not only indicate precisely what research site(s) you intend to visit, what research you plan to conduct there, and what the results of that research will be, but also demonstrate that you have the contacts and other resources necessary to ensure a safe and productive research trip. Please also indicate the name of at least one faculty advisor/sponsor.