



Eligibility Criteria

1. Applicant must be enrolled in the School of Graduate Studies as a full- or part-time, degree-seeking student.
2. Applicant must have completed at least twelve (12) credit hours of graduate-level coursework.
3. Applicant must make either an oral or poster presentation at the conference/event for which s/he is requesting V-Fund support.
4. Application must be completed no later than sixty (60) days after the conference/event.
5. No funds may be awarded to pay for tuition, fees, fines, or memberships in professional societies.

Personal Information

* Required

Name* _____ ID Number* _____

Mailing Address* _____

Email* _____ Phone* _____

Program* _____ Dept. _____

GSC Senator _____ Exp. Graduation Date _____

Advisor's Name* _____ Advisor's Email* _____

Note: Both you and your advisor will be notified of your V-Fund application and its status.

Reason for the application:* (only one reason is required)

- Binding
 Conference
 Presentation
 Other

Title of conference _____

Title of paper/thesis/presentation _____

Dates of conference (if applicable)* _____

Estimated total cost of this activity _____

Requested Amount* _____ Date expense incurred _____

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Additional Materials*

Please include the following materials with your application. Your application will not be considered without *all* of these documents.

1. Copy of the acceptance letter for your publication or conference presentation. If you have not yet received an acceptance letter, please attach a signed letter from your academic advisor attesting to the fact that you are going to present (oral presentation or poster) at the conference.
2. Original receipt(s). Note that requesting reimbursement for the same receipt(s) or portion of a receipt from multiple sources is strictly prohibited.
3. Proof of required credit hours (e.g., copy of transcript, online registration page, etc.).

Other information that you think might be helpful (if any):

Your comments and input into this process are welcome:

I understand the eligibility criteria and restrictions for receiving this award. I confirm that all information provided in this application is accurate and true.

Signature* _____ Date _____

For office use only — SGS Approval Signature and Date _____

For more information please visit case.edu/gradstudies. Please direct any questions to the School of Graduate Studies (216.368.4390; gradtravelawards@case.edu).

Please scan and email this completed form and all supplementary materials and receipts to:
gradtravelawards@case.edu



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