



SCHOOL OF
GRADUATE STUDIES

CASE WESTERN RESERVE
UNIVERSITY

Graduate Student Travel Award Checklist

This checklist will help you ensure that you are completing all necessary steps.

- ***Before filling out the online application***, assemble these necessary supplemental materials:
 - **1)** A completed [departmental authorization form](#) including signatures from the student applying, the student's advisor, and the financial authority of the department or program sponsoring the student's travel.
 - This form must include both the amount the department is pledging to support the student's travel as well as the source of funding. The School of Graduate Studies will match this pledge to cover additional travel expenses up to \$500 for travel within the United States and up to \$1000 for travel outside the United States.
 - **2)** An estimate of the direct costs (registration, transportation, lodging, meals, etc.) associated with the conference. This will be entered into the online form but you should have the information ready in advance.
 - **3)** An abstract of the paper that was accepted for presentation with documentation of that acceptance (association letter, program schedule, etc.). *Please note:* The abstract and proof of acceptance must be uploaded as a single document. If you are submitting a proof of acceptance that does not include the abstract please save the two documents as one file and upload only the combined document.
 - **4)** If you are traveling internationally, you must have prior approval from the [Center for International Affairs](#). Please email them at studyabroad@case.edu for authorization. You will need to include a .PDF copy of their approval email in the online application. This applies to both domestic and international students if traveling outside the United States.
- ***Once you have all the necessary supporting materials***, please complete the application in Campus Groups: <https://cglink.me/2cS/s29904>. All the documents and information above must be complete and ready to be uploaded and entered at this time.

The completed application with all supporting materials above must be submitted to the School of Graduate Studies at least **TWO WEEKS** prior to travel.

Deadline: None—review of applications will begin at the start of the academic year.

Number of Awards: Unspecified, but limited to, and dependent on, a pre-set annual allocation.

Questions: Please refer to the Fellowships and Awards page on the School of Graduate Studies website <http://bit.ly/2MVMPSx> or email gradtravelawards@case.edu.