

## ALEC Graduate Assistant Travel Funding Program Application

The ALEC Graduate Assistant Travel Funding assists eligible M.S. & Ph.D. students traveling to international or national conferences and/or seminars to make presentation on behalf of the Department of Agricultural Leadership, Education, & Communication. The grant is not intended to support students attending courses at other schools, research travel, general educational travel or professional development.

You must meet the following requirements to be eligible for the travel grant program:

- Serving as an ALEC graduate assistant (research or teaching assistant)
- Registered full-time (9 credit hours), or be eligible to be full-time certified (see <http://research.unl.edu/gradstudies/fulltime/> to verify), during the academic year
- Be in good academic standing during the semester when the travel grant will be used
- Be registered for classes or research hours during the semester of your travel. If you are traveling between semesters, you must also be registered for the semester following travel.
- Giving authored presentation at a conference/meeting of national or international stature.
- If not a single-authored project, be working with an ALEC Graduate Faculty member
- Obtain approval from your faculty advisor that the research is in line with program of study (in most cases, this research will be something you complete with your faculty advisor)
- Traveling to the following conferences will be prioritized\*: International Leadership Association, Association of Leadership Educators, Midwest Academy of Management, American Association for Agricultural Education, North American Colleges and Teachers of Agriculture (NACTA), Association for International Agricultural and Extension Education (AIAEE), National Agricultural Communication Symposium (NACS).
- You have not received a travel grant (under this specific program) in this fiscal year (July 1- June 30). Students may only receive one travel grant (under this specific program) per fiscal year.

\*Travel to the North Central American Association for Agricultural Education conference is generally funded by the department and may not need a specific application. This decision is made on a yearly basis by the department head.

### **Funding Disbursements**

Funding must be used to defray actual costs associated with travel including: lodging, airfare, and related expenses as per university and state policies. The maximum funding amount is \$1,000 per year, and the ALEC graduate program faculty has full authority in determining the number of funding request approved.

### **Application Instructions**

- Complete a travel request in the Firefly portal.
- Submit this form and the travel request to your faculty advisor.
- Upon approval, submit both forms to the Graduate Chair.
- Graduate Chair will forward request to the department head and the administrative associate.
- Generally, you will be notified about the award of the grant within 15 business days after you submit the application.

**TRAVEL GRANT APPLICATION**

**APPLICATION INFORMATION**

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Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Faculty Advisor Name: \_\_\_\_\_

**CONFERENCE INFORMATION**

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Name of Meeting or Conference (in full, no abbreviations): \_\_\_\_\_

\_\_\_\_\_

Sponsoring Organization (in full, no abbreviations): \_\_\_\_\_

\_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Dates of Meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Attendance (Attendance/Professional Performances/Exhibit, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Description of the Benefits to the Department of Agricultural Leadership, Education, & Communication  
by Attendance of the Conference \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Insert full abstract text as submitted to the meeting/conference organizer as an attachment on a separate document.

**EXPECTED TRAVEL COSTS**

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Estimated Expenses: \$ \_\_\_\_\_ Total Funding Request\* \$ \_\_\_\_\_

*(\*Max amount is \$1,000)*

You must also submit a travel authorization via the Firefly portal.

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By signing below, you are certifying that you meet all eligibility requirements, understand the disbursement protocols, and have provided accurate information in this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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By signing below, you are certifying that your advisee meets all eligibility requirements, understands the disbursement protocols, and has provided accurate information in this application to be best of your understanding.

RECOMMENDED: \_\_\_\_\_ Date: \_\_\_\_\_  
Advisor\*

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Chair\*

*\*Note: If graduate chair is the faculty advisor, another member of the ALEC graduate curriculum committee must sign in the Graduate Chair signature block.*