

## **Graduate student departmental research and travel support**

The department has committed resources so that each student can receive \$800 to support them while they complete their graduate studies. The amount is available for research or travel. The student can also split the award between research and travel in a way that best supports their needs. We encourage students to reserve some support for travel, so they can present their work at a meeting before they graduate. Students are responsible for their awards (i.e., the funds are not released to an advisor), which allows students to practice managing research funds.

### Procedure for requesting funds

*Students that have their proposal accepted by their committee and on file with the department manager*

- Fill out the form below and email it to the chair of the graduate program. The chair of the graduate program will look over the request and forward it to the department manager. The department manager will send you instructions about receiving the funds.

*Students requesting funds before their proposal is accepted by their committee*

- Fill out the form below and an additional 2-page proposal, and mail them to the chair of the graduate committee. You must include the signatures of all committee members to demonstrate the committee supports the request. The graduate committee will review the request and determine whether to award the money before the thesis proposal is accepted. The student will need to make a strong argument for why they need the funding early.

**Graduate Student Resource Request Form**

Name:

Date:

Advisor:

Advisor signature:

Amount requested:

Thesis proposal accepted by thesis committee: Yes      No\*

*\*If your proposal is not accepted, then you must include a two-page proposal explaining your research and why you need these funds early. Please have your committee members sign the proposal to indicate their support for your request.*

Budget:

*What will you purchase with the requested funds?*

*Info on travel: <http://www.wvu.edu/bservices/travel/index.shtml>*

*Add more lines if necessary.*

Item	Cost per item	Quantity	Total Cost
Any items for which sales tax is already included in the price listed.	a.	Subtotal: taxed items	
Any items for which sales tax is not included in the price.*	b.	Subtotal: untaxed items	
8.8% of item costs (if not included in estimates) covers WA State (6.5%) and Bellingham sales tax (2.3%)	c.	WA State Sales Tax (supplies)	
	d.	Total (sum a + b + c)	

\*Note: This is usually for supplies shipped from out of state, when taxes aren't included in quoted prices. You do not need to add tax to per diem, mileage rates, airline tickets, hotels, etc., as taxes are already included in those.