

TO: MA and PhD Students

FROM: Andrew Morrall, Chair of Academic Programs

DATE: July 2018

RE: Travel and Research Grants

Bard Graduate Center annually offers research and travel grants to support the scholarship and research of our students.

We have three application periods, three deadlines, and three award periods. The first deadline, for fall travel and research, is October 22. The second deadline, for travel over winter break, is December 3. The final round of applications for travel next summer will be April 22, 2019. Keep in mind that your application must be complete and submitted on time. The guidelines for applying are as follows:

MA students

MA students are eligible to apply for funds to help with research for their qualifying paper and also for costs associated with presenting a paper at one conference. There are also small grants available for students working on digital projects.

For QP research, the following rules apply:

- * You must have a QP topic approved by the GCM
- * You may apply for a maximum of \$1,000
- * You may be awarded this grant only once during your time in the program

For conference costs, the following rules apply:

- * You may apply for a maximum of \$600
- * You may be awarded this grant only once during your time in the program

PhD students

PhD students are eligible to apply for funds to help with research for their dissertation and for costs associated with presenting a paper at a conference.

For dissertation research, the following rules apply:

- * You must have a dissertation topic approved by the GCM
- * A grant application may be made for up to \$2,000
- * You may be awarded this grant only once during your time as a doctoral student

For conference costs, the following rules apply:

- * You may apply for a maximum of \$1,000
- * You may be awarded this grant no more than once per academic year, and no more than three times during your time in the program

General Requirements

In ALL cases, students must be in good standing academically, and must have satisfied the language requirement for the degree. If you are expecting money from another source, you must inform the committee. Please keep in mind that the awards are competitive; the quality of the application is important, and there are no guarantees that students will receive funding, or that they will receive the amount they've requested.

Applications should include, first and foremost, a memo detailing the purpose of the proposed trip and why travel is necessary. If you are attending a conference, you should give the details of the event, what your paper title is, and how the trip relates to your work. If you are proposing a research trip, you should make the case for why travel is crucial. Then you should submit a completed travel and research application form, a detailed estimated budget, an updated CV, and any other supplementary material (this might include invitations / papers accepted, details about travel costs/discounts, etc). Completed applications should be emailed as a single PDF to Keith Condon (keith.condon@bgc.bard.edu) by the due date.

The travel and research committee will decide on the final amount of the awards and all applicants will be notified individually of their decision along with any special instructions.

A brief written report must be submitted upon completion of the project, and original receipts and final itinerary must be handed in with the report. All paperwork must be submitted within a month after the completion of travel. Failure to submit a report by this date will result in ineligibility for any further travel grant consideration, and the return of any advanced funds in full. In addition, any money not used in the calendar year in which it is awarded becomes reportable (taxable) income. In the event that eligible expenses are less than the amount awarded, the unused portion reverts to the originating fund.

Please contact me if you have any questions. Good luck with your applications.