TO: MA and PhD Students
FROM: Deborah L. Krohn, Chair of Academic Programs
DATE: September 2020
RE: Travel and Research Grants

Bard Graduate Center annually offers research and travel grants to support the scholarship and research of our students. Awards are competitive, and applications are evaluated by the Travel and Research Committee.

We have three application periods, three deadlines, and three award periods. The first deadline, for fall travel and research, is October 20. The second deadline, for travel over winter break, is December 1. The final round of applications for travel next summer will be April 20, 2021. We are aware that opportunities for research travel may be limited during the fall semester, and we may add an additional application period in the spring semester if necessary. 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 / or for costs associated with presenting a paper or attending a conference.

For QP research, the following rules apply:
* You must have a QP topic approved by the GCM
* The maximum you may be awarded is $1,000
* You may be awarded this grant only once during your time in the program

For conference costs, the following rules apply:
* The maximum amount you may be awarded is $600

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
* The maximum amount you may be awarded is $2,000
* You may receive this grant once during your time in the program

For conference costs, the following rules apply:
* You may apply for a maximum of $3,000 during your time in the program. This amount may be spread out over different conference opportunities, but the maximum is fixed.

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 and funding is limited; the quality of the application is important, and there are no guarantees that students will receive funding, or that they will receive the amount requested.

The Application

The application should include an explanatory memo detailing the purpose of the proposed trip and explaining why travel is necessary. If you are attending a conference, you should give the details of the event, your proposed paper title (if applicable), and how the conference 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 resume, and any other relevant supplementary material (this might include conference or research invitations, acceptance letters, 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.

Conditions of Award

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.