

**COLLEGE OF FINE ARTS**

**GRADUATE GUIDELINES**  
**CREATIVE/SCHOLARLY ACTIVITY**

The College of Fine Arts has established a fund to help support graduate students professional activity. Awards of \$50.00 (minimum) to \$150.00 (maximum) to help defray travel costs will be made to College of Fine Arts graduate students whose creative and/or scholarly work has been accepted for presentation. Students are limited to one award per academic year.

The guidelines for the Travel Award are:

1. Must be enrolled as a full-time student.
2. Must provide verification that your creative/scholarly work has been accepted for performance, exhibition or presentation.
3. Awards are limited to travel costs.

Please obtain an Application Form from your School office and submit the completed form to the School Director. To obtain reimbursement, you must submit actual (not credit card) receipts to the School Director to be processed with a Travel Form and a Requisition. If you have any questions, please contact your School Director.

**GRADUATE STUDENT  
CREATIVE/SCHOLARLY ACTIVITY  
TRAVEL AWARD APPLICATION**

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

MAJOR: \_\_\_\_\_

DATE: \_\_\_\_\_

1) Project Title and brief Description

2) Date and Location of Performance/Scholarly Presentation:  
(Attach a copy of the letter of invitation/acceptance.)

3) List Proposed Budget as well as any other Internal/External Sources of Funding:

**TO BE COMPLETED BY SCHOOL DIRECTOR:**

Endorsement:                      Yes                      No\*

\*Specify Reason: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_