**Application Form**

**UMD English Department Small Grant in Aid of Research Travel**

Please submit three copies of the completed application with supporting materials to the Director of Graduate Studies: Dr. Krista Sue-Lo Twu

**Contact Information**:

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone |  |

**Academic Information**:

|  |  |
| --- | --- |
| Number of Credits Completed |  |
| Number of Outstanding Incomplete Credits |  |

**Project Information**:

|  |  |
| --- | --- |
| Research Project Title |  |
| Sponsoring Organization or Program |  |
| Faculty Project Advisor |  |
| Research Location |  |
| Archive, Library or Other specific resource to be consulted |  |
| Dates for Research |  |
| Projected Date for Completion |  |
| Potential Venue for Publication |  |

**Budget**: Please include the following budgetary information

|  |  |
| --- | --- |
| Matching Funds (please specify source) | $ |
| Transportation (airfare, train fare or mileage)  For mileage: miles driven roundtrip x $0.55/mile | $ |
| Lodging & Meals  Calculate according to the Federal Per Diem rate for the research location—available at  www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\_BASIC&contentId=17943   * Number of days x Federal Per Diem = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * If lodging is included in conference, please calculate M&IE rate for meals | $ |
| **Total** | $ |

**Supporting Materials**: Please submit the following in support of your application

1. Correspondence showing support for the research project by sponsoring organization (e.g. letter of acceptance to program, such as UROP)
2. Letter of Recommendation from faculty project advisor
3. Abstract and Prospectus of the research project, including an annotated bibliography
4. Unofficial transcript