

Office of Graduate Studies and Innovation
GRADUATE STUDENT TRAVEL SUPPORT:
POLICIES, PROCEDURES & APPLICATION

The Steven J. Green School of International and Public Affairs will support graduate student travel to present research at professional meetings, to defray thesis or dissertation research-related travel expenses, or to interview for academic positions. Upon approval from the Green School Office of Graduate Studies and Innovation, graduate students can be awarded up to \$400 each fiscal year (July 1 - June 30). Applicants must meet all the eligibility criteria, and follow all the guidelines and procedures, listed below to be considered. No more than 45 awards will be made across the Green School each fiscal year.

Eligibility Criteria

Academic Status

- Degree-seeking graduate student in the Green School.
- Active enrollment during the application and travel period.
- Demonstrated satisfactory academic progress (3.0 or higher GPA, satisfactory progress towards degree completion, and no academic integrity issues).

Purpose

- To present a research paper at a professional conference/meeting.
- To support thesis or dissertation research-related travel to research sites.
- To interview for academic positions.

Procedures

- Complete the application form.
- Provide a copy of current, unofficial FIU transcript.
- Provide a copy of the submitted or approved Travel Authorization Request (TAR) from PantherSoft.
- Provide documentation on the purpose of travel.
 - **Required Documentation:**
 - To present a research paper at a professional conference/meeting – provide a copy of abstract/paper acceptance as provided by the conference and/or a copy of the conference program with your session details.
 - To travel to research sites for thesis or dissertation research – provide a brief description of the research purpose and plan, and an invitation from, or communication with, the host institution/site confirming the research visit. In the absence of the latter, provide a letter of support from your major professor with a brief statement on how the specific research visit will advance your thesis or dissertation.
 - To interview for academic positions – provide a copy of correspondence with the institution/employer confirming the interview.
 - Alternative documentation may be accepted at the discretion of the Green School Graduate Studies Office. Please note that the above referenced documentation provides a speedier review of your travel request and higher chance of approval.
 - The Green School Graduate Studies Office may request additional documentation as needed to facilitate the review of applications.
- Obtain signature from the Graduate Program Director.

- Submit complete packet to sipagrad@fiu.edu in a **single PDF** file *at least 3 weeks prior to travel*. Applications not meeting the required criteria will be returned to the student and the program/department for revision. Only one revision opportunity will be allowed. If the resubmitted application still does not meet the required criteria, the application will be denied.

Award

Up to \$400

Deadline

At least 3 weeks prior to travel.

Limitations

- Green School graduate students can be awarded up to \$400 each fiscal year (July 1 - June 30) if they meet the eligibility criteria as determined by the Green School Graduate Studies Office and as highlighted above.
- No more than 45 awards will be made across the Green School each fiscal year. If the total cap is reached, no more award applications will be considered regardless of eligibility.
- Applications submitted less than 3 weeks prior to travel will not be considered. No exceptions will be made for late applications.
- Applications not meeting the required criteria will be returned to the student and the program/department for revision. Only one revision opportunity will be allowed. If the resubmitted application still does not meet the required criteria, the application will be denied.

Additional Requirements

- All members of the FIU community are required to follow [FIU travel policies and guidelines](#).
- All travel requires an approved Travel Authorization. (While the Green School Graduate Studies Office will accept the Travel Authorization Request in “submitted” status for the purpose of this application, it is the responsibility of the student to gain full TAR approval before travel).
- Graduate students should contact their department’s office manager, graduate staff, or travel liaison regarding travel procedures and guidelines including the reimbursement process.

STEVEN J. GREEN SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS APPLICATION FOR GRADUATE STUDENT TRAVEL SUPPORT

Name: _____ Panther ID: _____

FIU email: _____ Phone: _____

Department: _____ Academic program: _____

Dates of travel (start/end dates): _____

Amount requested (up to \$400): _____

Destination (city, state, country): _____

Purpose of travel*: _____

* Include as much detail as possible (e.g., complete conference name, research site, etc.).

GPA: _____ Enrollment in **current** semester (number of credits): _____

CHECKLIST:

BEFORE SUBMISSION, CHECK THAT THE APPLICATION PACKAGE INCLUDES THE FOLLOWING AS A SINGLE PDF FILE:

- ☐ Completed application
- ☐ Copy of current, unofficial FIU transcript
- ☐ Copy of submitted/approved TAR
- ☐ Documentation on the purpose of travel (see below and check the one that applies)

PROFESSIONAL CONFERENCE/MEETING:

- ☐ Copy of abstract/paper acceptance (as provided by the conference) **OR**
- ☐ Copy of the conference program with the student's session details

TRAVEL TO RESEARCH SITE:

- ☐ Brief description of research purpose and plan **AND**
 - ☐ Invitation or communication from host institution/site confirming research visit.*
- *If not available, provide a **letter of support** from the major professor with a brief statement on how the specific research visit outlined in your travel plan will advance the research project.*

INTERVIEW FOR ACADEMIC POSITIONS:

- ☐ Copy of correspondence with the institution/employer confirming the interview.

Student signature: _____ Date: _____

Graduate Program Director signature: _____ Date: _____

(Revised 07/2025)