

## **Travel Process for Ph.D. Students**

Department of Public Policy and Administration  
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- 1) **All student travel**, on behalf of FIU, will require an approved **Travel Authorization Request (TAR)** prior to traveling. Work with Stephanie Miller ([millers@fiu.edu](mailto:millers@fiu.edu)) to complete your TAR on time.
- 2) Prior to submitting a proposal to a conference, discuss the appropriateness of the paper, venue, and timing with your advisor/chair.
- 3) Most conferences and professional associations also offer opportunities for students to receive (partial) funding or travel stipends, which we ask you to research and make use of to the extent possible.
- 4) To receive travel funding from the department, students need to present a paper at a conference. Applying for funding for multiple conferences usually requires the presentation of different papers.
- 5) Funds are available from different sources, which is why you should follow the steps below. Eligibility for specific funds can vary based on student status.
- 6) The **fiscal year** spans between July 1 and June 30.

### **A. The General Process**

#### **Step 1: Graduate and Professional Student Committee (GPSC)**

- Eligibility: All PPA degree-seeking PhD students who are not at the same time FIU fulltime employees<sup>1</sup> (Note that the GPSC fiscal year runs from Jun 1 – May 31)
- Follow the [GPSC process](#) (funding tends to be limited to one allocation for up to \$600 per fiscal year)
- Submit to GPSC no later than **seven weeks** prior to travel

#### **Step 2: Department**

- Eligibility: All PPA degree-seeking PhD students
- Send an email to the program director in which you request department funding. The department will match up to \$200 of the GPSC funds per fiscal year.
  - In that email provide evidence of the receipt of GPSC funds as well as the conference acceptance letter
  - Also provide the following information: name, conference and venue, dates of travel, and the proposed total budget
- After sending the email, please work with Stephanie Miller ([millers@fiu.edu](mailto:millers@fiu.edu)) to file a Travel Authorization Request (TAR).
  - The TAR should only be filed for the funds that have been approved by the GPSC plus the expected matched amount from the department
  - Submit the TAR no later than **five weeks** prior to travel

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<sup>1</sup> For the latter group, FIU waives the tuition but does not put any money into the pot from which the GPSC distributes travel funds. Hence, FIU fulltime employees are not eligible for GPSC funds. If you belong to the latter group, please contact the department's program director.

### Step 3: SIPA

- Eligibility: All PPA degree-seeking PhD students (in good standing)
- Up to \$400 (once every fiscal year)
- Follow the SIPA process using [this form](#)
- Submit to SIPA no later than **two weeks** prior to travel

## B. The Competitive Process:

### Rosenbaum PA Travel Scholarship & Additional Department Funding

In addition to going through the general process, students can apply for “competitive” funding. The Rosenbaum PA Travel Scholarship will provide a few stipends (\$500 each) every year. Based on the availability of funds, the department may offer additional competitive funding/stipends.

- Eligibility: All PPA degree-seeking PhD students (by the time of application, conference paper proposals do not need to be accepted). Students need to be in good academic standing and can only submit one proposal per deadline.
- Submit your application [here](#). Proposals should be PDF files that have your last name (“Kroll.pdf”). They shall be no longer than 500 words (including references). Proposals should address the following points:
  - Purpose and relevance of the paper; state of the literature and gap; the paper’s argument; methodological approach (also include your name and the paper title in the proposal)
- **September 30** (for fall) and **February 15** (for spring), respectively, serve as the submission deadlines. The Sep 30 deadline is for the period between July 1 and Dec 31, while the Feb 15 deadline is for the period between Jan 1 and Jun 30. That is, applications can be submitted for travel occurring in the future as well as travel that has already been completed. The funds will be paid out post travel via a stipend.
- A committee will review applications based on the criteria research relevance, research rigor, importance of venue, career timing, and overall assessment.