The purpose of this program is to support students traveling to state and national conferences and meetings to present their research. **Students receiving a travel award are expected to present during the CAHS Research Week. Incomplete forms, missing supportive documents, or failure to submit receipts within 2 days after return from travel will result in no funding.** Funding awards are competitive. MS, AuD, and UG students are only eligible for 1 award per academic year. PhD students are eligible for up to two awards per year. You must turn in printed paper copies of this request form (& supplemental documents) into Ms. Coleman’s mailbox by the deadline and at least 4 weeks before travel. Submissions after the deadline will not be considered for that funding period.

You are required to disclose any additional funding you have received or applied for and the amount at the time of submitting your form. If you secure funding after the time of submitting the travel form, you are still required to disclose any funding/awards received to Ms. Coleman. Failure to do so will result in a loss of CSDI funding.

**Eligibility:**

Students must be first author on the paper or poster to apply and the student receiving any funds must attend the conference. It is expected that research presented is a representation of work done while at ECU and not part of work done outside of ECU. This funding is competitive and if you receive funding you will be notified after the submission deadline.

Travel fund requests for **Fall semester** must be submitted by September 15th and expended by December 31st. Funding amounts are: $150 for undergraduates and $250 for MS, AuD, and PhD students.

Travel fund requests for **Spring semester** must be submitted by February 1st and expended by June 15th. Funding amounts are the same as noted above.

**Students are encouraged to consider additional sources, however, this must be disclosed at the time of submission/application of funding including, but not limited to:**

1. CAHS Matching Fund Request, when available
2. Graduate School Matching Fund Request (generally open only to PhD students), when available
3. Undergraduate Studies Travel Funds (undergraduates only), when available
4. SAA and NSSLHA

**Checklist for CSDI Travel Award Submission:**

- Complete the required CAHS Travel Request form
- Attach printed copy of event information including event name, dates, location and agenda
- Attach printed copy that confirms your paper was accepted and lists your title and authorship order (indicating you are first author)
- If applicable, attach flight estimate
- If applicable, attach hotel and any other related travel costs (e.g., registration). **NOTE:** you **must** disclose in writing on these estimates when you are sharing a room, car/mileage fee, taxi or other related travel costs AND indicate with whom you are sharing
- Documentation (when applicable) demonstrating if you are seeking additional funding and/or have received approval for additional support toward your travel (e.g., conference paying for your travel, other departments, other funding sources, etc.).
- All above materials are printed (emails not accepted), turned into Ms. Coleman’s by the above deadline and at least 4 weeks before your travel dates