

History/Philosophy Department Student Research and Travel Grant

The Shippensburg University History/Philosophy Department is pleased to be able to offer a limited amount of funds for history students presenting research at an academic conference or incurring research-related travel expenses. Funds will be used to reimburse students for expenses and will require recipients to provide receipts for all approved expenses. Most grants will not exceed \$100 except for special circumstances, but requests above that amount will be evaluated on a case-by-case basis. Applications will be accepted until funds are depleted.

To apply, students should submit a complete application form and the following materials:

For students presenting papers or posters at a professional meeting or conference:

- The name of conference, the location, and the dates when you will be presenting
- The title of your paper or poster
- Proof that the paper or poster has been accepted for the conference (email, letter or program)
- An abstract of your paper or poster (500 words or less)
- The name of a sponsoring professor
- A detailed budget including items such as registration fees, gasoline and travel expenses, meals, and the estimated cost of those items. Also please note any other sources of university funding that you have received or applied for.

For students applying for research-related travel expenses:

- A statement of 500 words or less describing your research project and the purpose of your research trip, including information about specific sources or collection you intend to use.
- Travel must be for destinations more than 75 miles from the Shippensburg University campus.
- A detailed budget including travel expenses, including tolls, gas, and parking fees. The grant will not reimburse meals or personal expenses. Lodging will be considered only if the research destination is more than 200 miles from Shippensburg.
- The name of a sponsoring professor

Submit applications via email to Janice Reed at jjreed@ship.edu.

Applications are evaluated on a rolling basis.

**History/Philosophy Department
Student Research and Travel Reimbursement Application**

Full Name:

Student ID#

E-mail address:

Amount of Funds Requested:

Your Program: ___History B.A ___History BSED ___Applied History MA

Number of credits completed:

Date of application:

Reason for Applying: ___Presenting research ___Research-related travel

Dates you will be traveling/presenting:

Where you are traveling: _____

Your signature: _____

Name/signature of sponsoring professor _____

For questions, please contact Dr. David F. Godshalk, dfgods@ship.edu. Updated 9-2022