Lottie Applewhite Travel Awards

Thanks to a generous gift from GLS alumna Lottie Applewhite (MALS, 1997), Graduate Liberal Studies is offering GLS students the opportunity to apply for travel grants in two categories:

1. **Travel to present a paper at an academic conference.**
   To apply for a travel grant for a conference, submit the following documents:
   - Your paper or proposal;
   - Proof of acceptance to present at the conference;
   - A brief statement explaining the importance – personally and academically – of attending the conference;
   - A preliminary budget.

2. **Travel for purposes of research for the final project.**
   To apply for a research travel grant, submit the following documents:
   - Your final project proposal that includes your supervisor’s name. Preferably, you will already be registered in LS 850 Final Project Colloquium, or registering in the semester following your research travel.
   - Documentation of approval or waiver from the Duke Office of Research Support (ORS-Info@duke.edu or 919-684-3030) if your project involves human subject research.
   - A statement explaining the importance of your proposed travel to the successful completion of your final project.
   - A preliminary budget.

Up to ten awards will be given each year in amounts of $250, $500, $750, or $1000, based on your preliminary budget. These awards are competitive and will be offered to the most outstanding applicants and promising projects. Decisions will be based on your application documents and your academic record as a graduate student.

Upon return, awardees must submit a travel report with receipts accounting for funds spent. Approved applicants will receive half the awarded amount before the research travel, and half after submitting an acceptable travel report. If you do not use a portion of the awarded amount, you must reimburse all unused funds to Graduate Liberal Studies. In the event that the travel does not take place, you are required to return all awarded funds. The second payment of your travel award will be either the outstanding amount of your actual expenses or the second payment of your travel award, whichever amount is smaller.

Deadlines: December 1 for travel beginning in January through June; June 1 for travel beginning in July through December.

All applications must be submitted online through the GLS website at:

http://liberalstudies.duke.edu/academics/Travel%20Awards%20and%20Grants.php
Travel Report Guidelines

Upon your return you must complete a report that includes the following:

1. Your Name

2. Student ID

3. Brief account (1 to 2 double-spaced pages) of conference or travel experience

4. Final Itemized Budget, including
   - Ground and air travel (if travelling by car, round-trip mileage)
   - Number of days and total of food and lodging for that period
   - Incidental costs including entrances to galleries, museums, or libraries

5. Total amount spent (You MUST submit ALL receipts for all of your expenses.)

6. Total amount awarded

7. Amount already received

The second payment of your travel award will be either the outstanding amount of your actual expenses or the second payment of your travel award, whichever amount is smaller.

Submit your travel report to dukegls@duke.edu as a pdf file within 7 days of your return.