**Recruitment Travel Grants**

The Graduate Studies Office will provide support for faculty and staff travel that involves graduate recruiting activities. Up to $500 can be awarded for recruitment to a given program for a single fiscal year (July – June). Travel to a professional conference can be supported if the grant recipient will participate in some kind of significant recruitment activity, e.g. a panel discussion on graduate school opportunities.

To be considered for funding, complete the application below. Please have the form signed by your Graduate Program Director and Department Chair (unless that is you). Signed applications should be scanned and electronically submitted using the link on the Graduate Studies website as far ahead of the proposed travel as is practical (<https://www.uwlax.edu/graduate-studies/graduate-faculty/faculty-opportunities/#tm-recruitment-travel-grant>).

**Applicant Information**

**Name**

Click here to enter text.

**Department**

Click here to enter text.

**Graduate Program**

Click here to enter text.

**Amount requested and explanation of amount**

Click here to enter text.

**Approximate dates of travel**

Click here to enter text.

**One-paragraph description of the recruitment activities to be conducted during the proposed travel.**

Click here to enter text.

**Signatures**

**Applicant** \_\_\_\_\_\_ **Date\_\_\_\_\_\_\_\_\_\_**

**Program Director (if applicable) Date\_\_\_\_\_\_\_\_\_\_**

**Department Chair Date\_\_\_\_\_\_\_\_\_\_**