

2023-2024 Graduate Student Travel Stipend Guidelines

The Sam Fox School offers competitive travel stipends for graduate students in art, architecture, and design. These stipends will primarily support travel to regional, national, and international conferences and symposia and travel for research and creative activity when accompanied by a strong rationale and statement. Funds will not support course-related work, such as class-organized field trips.

Who Is Eligible?


All full-time graduate art, architecture, landscape architecture, urban design, and illustration & visual culture students in good standing are eligible to apply. Students are eligible to spend funds while enrolled. Funds may not be spent by graduating students after the final day of the last enrolled semester. Funds will not be awarded to projects retroactively.

Terms and Instructions (Application Form Is Attached)

- A limited number of stipends are available. Up to \$800 will be available for projects that involve U.S. domestic travel. Up to \$1,200 will be available for projects that involve international travel. Travel stipends will be awarded based on proposal merit.
- Proposals should be carefully conceived and well organized. A complete proposal will include the following:
 - Stipend application form, including an itemized budget (transportation, lodging, and daily expenses)
 - An introduction describing the significance of your research
 - A persuasive project description defining the impact of this travel on your studies, career goals, and professional development; please also include any relevant budget narrative
 - The name of one faculty member that can speak to your project and your intended goals
- Proposals for conferences or symposia should indicate the name and organizing body of the meeting and outline your participation at the meeting. Participation may include attending or presenting original work or research. Students attending as a participant must clearly explain the sessions they plan to attend and the impact on their research, career goals, or professional development. Whenever possible, letters of invitation should be included with your application.
- Proposals for research or creative activity should include a clear statement about the proposed project outlining specific plans and intended outcomes. Please include work samples or other context for your project as appropriate.
- Proposals will be reviewed once each semester by the Dean of the Sam Fox School.
- Applications must be submitted to Nicole Allen, by December 1, 2023 for the winter cycle (December-March travel) and February 23, 2024 for the spring cycle (March-October travel). Please submit your application materials as a single pdf file by email to samfox-studentgrants@email.wustl.edu, with nallen@wustl.edu copied.
- Students must comply with all University and School regulations for off-campus travel. Students must follow all state, local, and territorial travel restrictions. Please research desired destination for up-to-date guidelines.
- A detailed project report will be required following your trip. The report needs to outline the allocation and use of stipend funds; recipients will need to include receipts for major travel expenses. This report is due to the Office of the Dean within a month of your return date.
- Please be advised that this payment is taxable income and must be reported on your federal tax return. The tax rate that you will pay on the stipend will depend entirely on your personal tax situation and will be determined when you fill your U.S. tax return for the calendar year in which you receive the stipend. Stipends paid to non-resident alien students for U.S. tax purposes are subject to 14% income tax withholding at the time of payment under U.S. Tax Law. The withholding is remitted to the IRS on your behalf. When you file your U.S. income tax for the calendar year, if the amount withheld is more than you owe, you will receive a refund of the taxes withheld.

Deadlines: December 1, 2023 for winter cycle (December 2023 - March 2024 travel)
 February 23, 2024 for the spring cycle (March 2024 - October 2024 travel)

Questions or Application Review: Nicole Allen, Associate Dean, Weil 105, nallen@wustl.edu



SAM FOX SCHOOL OF DESIGN & VISUAL ARTS

2023-2024 Graduate Student Travel Stipend Application
(You may recreate this form in a new document)

Name: _____

Program (VA/MARCH/MLA/MUD/IVC/DRSU): _____

Semester/Year of Graduation: _____

Purpose of Trip: _____

Destination: _____

Dates/Length of Travel: _____

Name/Organizing Body of Conference/Symposium (if applicable): _____

Name of Faculty Reference: _____

Project Statement

Attach your introduction and project description addressing the significance of the travel to your studies, career goals, and professional development. If attending a conference or symposium, please indicate the nature of your participation at the meeting and include a letter of invitation when applicable. If pursuing research or creative activity, please provide a clear statement about your proposed project and intended project outcomes. Include sample work images as relevant.

Estimated Budget	Total Amount	Amount Requested from SFS	Detail
Transportation			
Lodging			
Daily Expenses			
TOTAL*			

* If your total project budget is more than your grant request, please note how you will fund the remainder of your trip in your narrative.

Submit to: samfox-studentgrants@email.wustl.edu and **copy Nicole Allen, nallen@wustl.edu**

Deadlines: **Information Session Thursday, October 12, 2023**

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