

# APPLICATION FOR EXPLORATORY/TRAVEL FUNDS

**Student Name:** \_\_\_\_\_ **Student UNI:** \_\_\_\_\_

**Background:** Pending the availability of funds, PhD students in their first 2 years can apply for up to \$4,000.00 to support their dissertation research or preliminary research that might lead to the dissertation.

**Deadline for submission: Friday, April 7<sup>th</sup>**

Submit your proposal to the DGS ([mad2256@columbia.edu](mailto:mad2256@columbia.edu)) and E3B Admin ([e3badmin@columbia.edu](mailto:e3badmin@columbia.edu))

**Note:** Funding is for reimbursement of business and travel expenses related to your research.

If approved for funding, we will send you additional information on how to request reimbursement. It is essential that you keep meticulous and accurate records of your purchases.

**Please submit your proposal electronically with the following information:**

- Start/End Date of Travel
- Budget Breakdown
- A brief description of the work

**Proposal Title:**

\_\_\_\_\_  
\_\_\_\_\_

Advisory Committee's Signatures indicating that the following proposal has been read, approved, and is in accordance with the policy that requested funds will be for preliminary research travel, not for dissertation research already commenced.

**Advisor:**

\_\_\_\_\_

**Committee member:**

\_\_\_\_\_

**Committee member:**

\_\_\_\_\_

Proposal Text (no more than 4 pages, 12 pt font, single spaced).

Please specify:

1. the work you plan to undertake
2. how the work relates to your developing dissertation project
3. why this work is preliminary
4. provide a detailed and justified budget.

-----