

ZAHM RESEARCH TRAVEL FUND

Program

The purpose of the Zahm Research Travel Fund is to enhance scholarly activity at the University of Notre Dame. Specifically, awards from the Fund are intended to partially subsidize expense incurred by graduate students for purposes directly related to their research. As a condition of eligibility, applicants must have applied to other non-university funds for assistance, and must submit evidence of having done so, unless funding in a particular academic field is absolutely not available. In the latter case, evidence of the unavailability of funding will satisfy the above requirement. Recipients will be limited to one award per person.

First priority will be afforded to doctoral students who have been admitted to candidacy and whose research is the basis for their approved dissertation topic. Research masters students who have completed all requirements except the thesis will receive second priority.

What Activities May Be Funded

Support may be requested for travel directly related to research and scholarly effort. Such activity normally includes the acquisition and development of data, analysis of data, and consultation of primary materials, collection or other research resources at off-campus sites or other institutions.

Participation in annual discipline-oriented meetings, and special symposia, even for the purpose of reporting the results of scholarly efforts, is not fundable by the Zahm Research Travel Fund. Departmental and/or other travel funds should be used for these important activities.

External funding may be combined with Zahm funds to support extended travel.

When to Submit

Proposals for travel initiated between January 1 and June 30 must be received by the Graduate School by November 1 of the previous year.

Proposals for travel initiated between July 1 and December 31 must be received by the Graduate School by March 15 of the year of travel.

What to Submit

A short formal proposal (text not in excess of 1,000 words) containing the following:

1. A title page with appropriate space for approval signature by the dissertation/thesis director or program chair;
2. An introduction explaining the background and overall purpose of the project;
3. A specific statement of why the travel is desirable;
4. A simple statement on the availability of travel funds from other resources, either external and internal;
5. Evidence in the form of correspondence on attempts to seek travel funds from other sources;
6. A budget for the requested funding with justification for each item.

How to Submit

Proposals should be signed by the Dissertation Director ***before*** submission to the Graduate School. If the Dissertation Director is unavailable, signature of the department chair is required.

Please submit to:
Anne Veselik
502 Main Building
The Graduate School

Student will be notified of the result of the application via e-mail. The e-mail will also include a document containing information on the reimbursement procedure.

Special Note

Recipients are required to acknowledge the University of Notre Dame Zahm Research Travel Fund in any pertinent publications. Recipients must also provide the Graduate School with a brief report upon completion of the funded travel.

03/11/09