

Vilas Travel Grant Workshop

Administered by the
Graduate Student Collaborative

Presentation by Chris Moss

Facilitated by Mary Curran
and Matt Mitterko



Topics

- Eligibility
 - Awards
 - Timeline
 - Documentation
 - Submitting Documents
 - Review Committee
 - Synopsis
 - Letters of Recommendation
-

Henry F. Vilas (1840 – 1908)

- UW Graduate (1858)
 - Wisconsin Senator (1891 – 1897)
 - Professor of Law and a UW Regent
 - United States Secretary of the Interior (1888 – 1889)
-

Eligibility

- Currently enrolled dissertators with dissertator status as of Tuesday, September 1, 2009 (2009 - 2010 academic year)
 - **OR**
 - Final-year Master of Fine Arts students (final-year status must be stated in the letter of recommendation)
 - Vilas travel Grants will not be awarded for any travel that occurs after graduation. You must be enrolled as a student when you travel.
-

Eligibility

- Must be presenting a poster or making an oral presentation at a conference **OR** traveling to conduct research
 - Travel must be between September 1, 2009 and August 31, 2010 (2009 - 2010 academic year) **SO previous travel does qualify.**
 - Apply as if you have been accepted to the conference
-

Questions about Eligibility?

Awards

- Applications for travel **outside the 48 states are reviewed first**. Five awards in the amount of \$1,500 are available to these applicants
 - **If you are not awarded a \$1,500 award, you are then reviewed for a \$600 award**. More than 300 awards in the amount of \$600 are available to all applicants
-

Questions about Awards?

Timeline

- Deadline: Friday, October 30, 2009 at 4:30 p.m.
 - Last day to submit application packets
 - Early November
 - Review committee begins reviewing applications
 - Late November
 - Winners announced
 - Early February – Checks available
 - Bring proof of travel
-

Questions about the Timeline?

Documentation

For tax purposes, in dealing with the Vilas Travel Grant, any of the following are considered a Domestic Student:

- U. S. Citizen
 - Permanent Resident
 - Resident Alien
-

Documentation for Domestic Students/ Permanent Residents/ Resident Aliens

- Summary Form
 - Signed by both you *and* your Major Professor/Faculty Advisor
 - One-page Synopsis
 - A Letter of Recommendation from your Major Professor/Faculty Advisor supporting your travel and confirming your eligibility for this competition
-

Questions for Domestic Students?

Documentation for International Students with a J-1 Visa

- Packet #1 (staple the following documents together)
 - Summary Form
 - Synopsis
 - Letter of Recommendation signed by Major Professor/Faculty Advisor

 - Packet #2 (staple the following documents together)
 - Passport picture page
 - [W-8BEN form](#) ([see instructions for the W-8BEN form here](#))
 - I-94
 - DS-2019
 - ONE of the following items:
 - An [application form](#) or acceptance letter for a Social Security Number, signed or stamped by the appropriate Acceptance Agent, or your Social Security Number
 - OR**
 - An [application form](#) or acceptance letter for an Individual Taxpayer Identification Number (ITIN) signed or stamped by the appropriate Acceptance Agent or your Individual Taxpayer Identification Number.

 - Paperclip Packet#1 and Packet #2 together
-

Questions for International Students with a J-1 Visa?

Documentation for International Students with a F-1 Visa

- ❑ **Packet #1 (staple the following documents together)**
 - Summary Form
 - Synopsis
 - Letter of Recommendation signed by Major Professor/Faculty Advisor

 - ❑ **Packet #2 (staple the following documents together)**
 - Passport picture page
 - [W-8BEN form](#) ([see instructions for the W-8BEN form here](#))
 - I-94
 - I-20
 - ONE of the following items:
 - ❑ An [application form](#) or acceptance letter for a Social Security Number, signed or stamped by the appropriate Acceptance Agent, or your Social Security Number
 - OR**
 - ❑ An [application form](#) or acceptance letter for an Individual Taxpayer Identification Number (ITIN) signed or stamped by the appropriate Acceptance Agent or your Individual Taxpayer Identification Number.

 - ❑ **Paperclip Packet#1 and Packet #2 together**
-

Questions for International Students with a F-1 Visa?

Filling Out the Application

- [Graduate Student Collaborative Website](#)
 - Print and Save the webpage you are redirected to after you press submit.
 - You and your Major Professor/Faculty Advisor will need to sign this page.
 - You will then submit it as the *first page* along with all of your other application materials. This includes the checklist printed at the bottom of the page.
 - All materials must be in the order listed on the checklist.
-

Submitting Your Documentation

- Documentation
 - Use the checklist to make sure you have all of the required documentation
 - All materials must be submitted in the order they are listed in the checklist
 - Submit all materials at one time via the methods outlined on the website:
 - By hand
 - Mail
-

Questions about Filling Out the Application or Submitting the Packet?

Review Committee

- The Review Committee consists of graduate students supported by a faculty advisory committee and the Graduate School's Office of Fellowships and Funding Resources (OFFR)
 - Only complete applications will be reviewed by the Review Committee
 - The university divides every Program into one of four Academic Divisions: Arts and Humanities, Biological Sciences, Physical Sciences and Social Studies. Your application may not be reviewed by someone in the same department but will be reviewed by someone in the same Academic Division.
-

What the Review Committee Considers

- Priority will be given to those who have never received a Vilas Travel Grant, though previous recipients are eligible to reapply
 - Travel for research will be given more weight than travel for a presentation
 - Sole-authorship over co-authorship
 - International over national over regional conferences
 - Financial need
 - Originality of work
-

What the Review Committee Considers

- Make sure to consider what knowledge the reviewer may and may not have
 - Something that is obvious to you may not be obvious to the reviewer
 - Your ultimate goal is for the reviewer to understand why you should be funded
-

Questions about the Review Committee?

Synopsis

- It is all about you
 - Write a one-page Synopsis, clearly justifying how you will use the Vilas Travel Grant, including the following information:
-

Necessary Material for the Synopsis

Write a one-page Synopsis, clearly justifying how you will use the Vilas Travel Grant. The following information is required but you may include additional information:

- ❑ An itemized list of approximate costs for travel to the conference where you are presenting or the location(s) where you are conducting dissertation research
 - Provide a well laid-out and supported budget for travel *and* conference participation or research
 - Financial need is considered by the Review Committee; providing average prices would help reviewers understand the level of need
 - The following website may be useful: www.uwsa.edu/fadmin/fppp/fppp36d.htm
 - ❑ Report any other funding that you are receiving for your travel (this does include funding for which you have applied for but not yet been awarded). If your receipt of funding from another source is contingent upon whether or not you receive a Vilas Travel Grant, please describe this contingency.
-

Necessary Material for the Synopsis (cont.)

- ❑ The date you are leaving and the date you are returning – make this as clear as possible; if your travel dates may fluctuate, provide a range of dates and state why.
 - ❑ The importance of this travel to your research and advancement
 - ❑ Illustrate the significance of the conference/research for your field; your Letter of Recommendation should also support this point
 - ❑ The ultimate goal of the Synopsis is to justify why your trip should be funded
-

Necessary Material for the Synopsis (cont.)

- ❑ Application packets containing additional materials will be disqualified. This includes, but is not limited to, synopses exceeding one page, additional pages with pictures, documents describing the prestige of the conference, etc.
 - ❑ There are few formatting guidelines for the Synopsis. Pictures, as well as graphs, charts, data etc. can be included as part of the one-page Synopsis. Any style, color, and margin setting can be used. A minimum 9-point font should be used.
 - ❑ Keep in mind though that the Synopsis should still look professional and be easily readable for reviewers; more is not always better.
-

Other Notes About the Synopsis

- This is a competitive award and, in many ways, you are writing a mini-grant application
 - We expect the Synopsis to be professional and well-written
 - Conveying the idea that your experience is professional development for you ***is key***
 - Justify how this experience will benefit you
 - Justify the costs outlined in your budget
 - Synopses exceeding one page will not be considered
 - There are no formatting guidelines but we recommend it be readable
-

Questions about the Synopsis?

Letter of Recommendation

- Your Letter of Recommendation must be written by your Major Professor/Faculty Advisor
- As your synopsis should, your Letter of Recommendation needs to also justify your presentation or research, support your reason for travel.
- Confirm your eligibility for this competition – state when you became a dissertator or that you are a final-year MFA.
- We recommend you provide your Synopsis and some information about the Vilas Travel Grant to the person writing your Letter of Support
- Make sure the Letter of Recommendation and the Summary Form is signed

Questions?

