

**Request for Application (RFA)**  
**Dunbar/Armentrout Graduate Student Travel Fellowship**  
Department of Chemistry  
Case Western Reserve University

**1. Purpose**

The Dunbar/Armentrout Graduate Student Travel Fellowship supports domestic travel by PhD students in the Department of Chemistry at Case Western Reserve University that directly advances doctoral dissertation research and professional development.

Supported activities may include, but are not limited to:

- Presentation of dissertation-related research at professional conferences (oral or poster)
- Short-term research visits or collaborations (e.g., national laboratories or partner institutions). This includes field work or sample collection within the continental U.S. and territorial waters and exclusive economic zones therein.
- Participation in workshops or specialized research training essential to dissertation progress

These activities enhance scholarly productivity, increase the visibility of the Department of Chemistry, and accelerate progress toward the PhD degree.

**2. Award Amount and Availability**

- Individual awards will be made in amounts up to a maximum of \$1,500 per student
- Awards may provide full/partial travel support
- Up to six (6) fellowships may be awarded per academic year, subject to the availability of funds from the Dunbar/Armentrout endowment

**3. Application Type and Timing**

This is a rolling application. Applications are accepted and reviewed on an ongoing basis until available funds are allocated. Application must be received **at least 60 days** before travel would commence to allow sufficient time for review and approval.

**4. Eligibility**

Applicants must meet all of the following criteria at the time of application:

- Be a currently enrolled PhD student in the Department of Chemistry at Case Western Reserve University
- Have advanced to PhD candidacy
- Be in good academic standing with a minimum cumulative GPA of 3.0
- Propose domestic travel that directly contributes to advancing their PhD dissertation research, including research dissemination, specialized training, or collaborations essential to dissertation progress

## **Award Limitations**

- Each student may receive the Dunbar/Armentrout Graduate Student Travel Fellowship **only once during their PhD program**
- Receipt of this award does not preclude students from seeking other sources of travel support

## **5. Allowable Expenses**

Fellowship funds may be used for reasonable and necessary expenses directly related to approved domestic academic travel, including:

- Conference or workshop registration fees
- Economy airfare or ground transportation
- Lodging
- Standard per diem meals

All expenditures must comply with Case Western Reserve University travel policies, as outlined on the university travel website. Reimbursement will follow standard university procedures and documentation requirements.

## **Expenses Not Eligible for Reimbursement**

- Alcohol or entertainment expenses
- Personal travel or upgrades not directly related to the approved activity
- Expenses incurred prior to formal award approval
- Non-itemized or missing receipts

## **6. Application Requirements**

A complete application (**maximum of two pages**) must include:

- **Event and Travel Details**
  - Name of the conference, workshop, or host institution
  - Location and dates
  - Applicant's role (e.g., oral or poster presentation, research visit)
- **Statement of Justification**
  - Clear explanation of how the proposed travel will directly advance the applicant's PhD dissertation research
  - Description of anticipated academic and professional impact
- **Estimated Budget**
  - Itemized projected budget, not to exceed \$1,500
  - Registration, transportation, lodging, and per diem
- **Advisor Endorsement**
  - Brief statement from the PhD advisor confirming alignment with dissertation progress and research priorities

## **7. Review and Selection**

Applications will be reviewed on a rolling basis by an ad hoc departmental faculty committee. Evaluation criteria include:

- Strength and clarity of the connection between the proposed travel and advancement of the PhD dissertation
- Scholarly merit and significance of the proposed activity
- Professional impact and visibility for the Department of Chemistry

Funding decisions are final and subject to administrative approval.

## **8. Pre-Travel Requirements**

Prior to travel, awardees must:

- Receive formal award notification before incurring any expenses
- Complete and obtain approval for a Travel Request through the university's current travel system
- Confirm expense eligibility in advance, in accordance with university travel policy

## **9. Post-Travel Requirements**

**Within 30 days** of completing travel, awardees must submit:

- Itemized receipts for all reimbursable expenses
- Proof of participation (e.g., conference program listing, presentation confirmation, poster photo)
- Brief written reflection describing the impact of the travel on dissertation progress
- One or more photos from the event or presentation (when appropriate) for departmental communications

Failure to meet post-travel requirements may result in delayed or denied reimbursement.

## **10. Recognition and Stewardship**

- Award recipients may be recognized during departmental awards or recognition events
- Awardees agree to allow brief descriptions, images, and outcomes from funded travel to be used for departmental news, website content, and donor stewardship communications.

## **11. Submission**

- Applications may be submitted at any time and will be reviewed on a rolling basis
- Submission instructions: Please submit all application materials to the Graduate Student Coordinator, Angela Molina-Danforth, amm496@case.edu