



## GSTA Departmental Approval Form

The School of Graduate Studies (SGS) at Case Western Reserve University is pleased to sponsor a program designed, in part, to facilitate mentorship between graduate students and faculty mentors.

SGS will expend some of its endowment income to sponsor fulltime graduate students enrolled in a program housed under the School of Graduate Studies to present their paper or poster. Academic departments are required to contribute funds, a 50/50 match, to demonstrate support of the application.

SGS will match a department's contribution *up to* \$500 for a conference in the United States and *up to* \$1,000 for travel outside of the United States. Departments can choose to offer more than the maximum amount for either travel within or outside of the United States. **Please be aware**, if the department chooses to offer less than the maximum amount, that smaller amount will be what SGS will then match.

In order to show departmental approval, students should fill out the first section of the form below and have their advisor sign it. Once they have received their advisor's signature, this form needs to be taken to their program/departmental financial authority or whomever is funding their travel. This financial authority will need to complete and sign the bottom portion of this form. Only one SpeedType is required but more than one can be included if the department chooses to split their support between multiple accounts.

Once completed, this form must be uploaded with all other necessary supporting materials (the estimate of expenses, abstract, and proof of the paper's/presentation's acceptance) to the online application in Campus Groups: <http://cglink.me/s17828>.

The **completed application with all supporting materials** must be submitted to the School of Graduate Studies at least **TWO WEEKS** prior to travel. Please refer to the Fellowships and Awards page on the School of Graduate Studies website <http://bit.ly/2MVMP5x> for more information or email [gradtravelawards@case.edu](mailto:gradtravelawards@case.edu).

Name _____	Case Network ID _____
Department _____	Degree (ex: MS or PhD) _____
Advisor/Mentor _____	A/M Email _____
Student Signature _____	Date _____
Advisor/Mentor Signature _____	Date _____

Students must have the section below completed by their program/departmental financial authority or whomever is funding their travel. This must be completed PRIOR to submitting the application to the School of Graduate Studies.

Speed Type 1 _____	Amount \$ _____
Name of Financial Authority _____	Phone _____
Signature of Financial Authority _____	Date _____

Speed Type 2 _____	Amount \$ _____
Name of Financial Authority _____	Phone _____
Signature of Financial Authority _____	Date _____

Speed Type 3 _____	Amount \$ _____
Name of Financial Authority _____	Phone _____
Signature of Financial Authority _____	Date _____