

# RESEARCH TRAVEL FUNDS APPLICATION

**Purpose:** This funding is open to graduate students in any department who wish to be considered for funds to help defray the cost of travel for archaeological research. Awardees have the option of receiving the funds by stipend, submitting a travel reimbursement, or booking a flight through UC Travel.

**Instructions:** Download this form and fill out with Adobe Reader. Once completed, submit the file via email to the [Archaeology Program Student Affairs Officer](#); copy your committee chair on this email. The application should be submitted at least 60-90 days prior to travel.

**Eligibility:** Although open to graduate students from any UCLA department, your research project must be archaeology-related. We fund students involved in archaeological fieldwork, collections-based research, and the conservation of archaeological materials.

**Note:** In order to ensure an equitable distribution of funding, priority will be given to students who have not yet received funding in a given calendar year. Priority will also be given to students pursuing research necessary for the completion of their MA projects or doctoral dissertations. If you receive this funding, your digital signature on this form indicates your agreement to participate in a public outreach event associated with the Cotsen Institute of Archaeology within two calendar years of receiving funding. Students must fulfill this obligation before being considered for further funding through this program. Typically, we are able to fund airfare only, but will consider other travel-related expenses as appropriate. Travel must comply with UCLA Travel guidelines and trips must be registered in the [UC Away system](#). . If booking a flight through UC Travel we require you submit your application **at least 30 days prior to your flight**. To book your flight through UC Travel contact [cioa-travelandpurchasing@ioa.ucla.edu](mailto:cioa-travelandpurchasing@ioa.ucla.edu).

**PLEASE FILL OUT:**

Name:	UID Number:
Email Address:	Number of Years at UCLA:
Department:	Year of MA Completion:
Traveling From:	Departure Date:
Traveling To:	Return Date:
Project Name and Location:	
Project Director and Institution:	

**FUNDING REQUESTS**

**AMOUNT REQUESTED**

Airfare:	\$
Food/Lodging:	\$
Other Expenses (Local transportation, etc.)	\$
Total Amount Requested:	\$
Description of your project, its relationship with your MA/PhD completion, and a brief justification of travel expenses (One Paragraph):	
Student Signature:	Date:
<i>Applicant: The SAO will get the chair's signature</i>	
Archaeology IDP Chair Signature:	Date: