About the Maher Travel Grant

Funds are available through the Robert F. Maher Fund to support undergraduate and graduate anthropology students traveling to conferences to present professional papers or posters. Students may apply for a grant once a year and can apply each academic year they present at a conference. All eligible student presenters who submit complete applications by the appropriate deadline will receive some amount of funding.

The amounts available for each grant will vary depending on the number of applicants each semester and the distance traveled to the conference. Travel grants will be capped at $250 for travel to a meeting in the immediate area (< 250 miles away) and $400 for travel to a meeting which is further away (≥250 miles). Hotel reimbursement is standardized to $40/night. The grant will be used to fund a student’s travel expenses, including transport, conference registration, hotel expenses, and/or poster printing costs. There is only one deadline for each academic year. Students can apply for money to reimburse costs of conferences that they have already attended, or apply in advance for conferences that will be held later in the spring semester. In either case, the student must have an approved travel authorization before they travel. The deadline for application is Feb. 15.

Students must be the first author on a conference paper or poster presentation in order to apply for a Maher grant. If there is a special case and the student is not the first author but is still presenting the paper/poster, a note from the student’s anthropology advisor explaining this must be submitted in order to be eligible for a grant.

If a student is selected for a second Maher award and funding is limited by the number of applicants that semester, the student receiving the award for the second time will receive half as much as first time awardees.

How to apply for a Maher Travel Grant

1. Fill out the form on the next page, and make a copy of it for your records.
2. Attach proof of your presentation at the conference to the form. Proof may be a copy of the conference program showing your name and paper/poster title or a copy of an email confirmation which states that your paper has been accepted.
3. If you are not the first author of a paper but will be presenting it, please attach a note from your anthropology advisor explaining this situation.
4. Submit these materials to the chair by the deadline listed above for the appropriate semester.
5. You must fill out the Travel Authorization in advance of your trip. Information on this process can be found at: http://www.wmich.edu/travel/
6. Within a month after your award or conference travel, submit original receipts of your expenses to Lauretta Eisenbach, stapled to an itemized list of these expenses.
**Application Form for Maher Conference Travel Grants**

**Department of Anthropology**

**Western Michigan University**

Deadline for application: Feb. 15

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**Personal and conference information**

Name _____________________________  Year of study __________________

Please indicate the name of conference you are attending and its dates:

________________________________________  _______________________

Title of the paper/poster you are presenting: __________________________________

______________________________________________________________________

In what city is the conference located? _____________________________

Please look up online the mileage between this city and WMU and check one of the following:

_____ miles   [ ] regional (0-250 miles)   [ ] national (> 250 miles)

Please indicate your mode of transport to this city:

[ ] flight   [ ] car (sharing with ____ other people)   [ ] other

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**Budget**

List your expected costs for participating in this conference:

- Conference registration fee $________
- Hotel
  - multiply # of nights in hotel by $40 $________
- Poster printing costs $________
- Travel: flight cost
  - or if driving, multiply mileage x 0.55
  - and divide by # of passengers $________

**Total budgeted costs** $________