

## **Global Studies Graduate Students Applying for Your Thurber Award**

Thurber Awards are funded by the estate of the late Professor Clancy Thurber (a founder of Global Studies). Each Global Studies graduate student may, during their time as a GLBL graduate student, apply for research/professional development funding (amount is based on the year you entered the program).

To use your Thurber Award funds, you **must** complete your approved research/professional development activity (prior to graduation from the program) and request reimbursement once the activity is completed.

Thurber Award funds are used as professional development funds to enhance your educational experience. Once you've determined the viability of your request for funding, with guidance/approval from your Global Studies advisor.

### **APPLICATION PROCESS**

1. Complete a Thurber Application Form at least 4 weeks before travel/activity is to occur.
2. Return this form (including your advisor's signature) to the GSL Graduate Coordinator ([gslgradcoord@uoregon.edu](mailto:gslgradcoord@uoregon.edu)) **and** the current Director of Graduate Studies.
3. The graduate coordinator will notify you when your award has been approved.
4. Upon notification that your application has been approved, complete your travel/activity.
5. Within 1 week of completion of travel or activity, submit your receipts to the graduate coordinator for reimbursement.

**Applications for the Thurber Award are received on a rolling basis.  
There are no specific deadlines for application.**

### **RECEIPTS GUIDELINES**

1. Must show the traveler's name, complete itinerary/dates of travel, ticket number and payment information.
2. Must show a zero balance. (\*If the receipt does not show a zero balance, then both a receipt AND a copy of your bank statement or credit card statement that shows the expense has hit your credit card account.)
3. Must document that the student has paid for service or travel.
4. Must show the total amount paid.
5. An original receipt is required.

### **TRAVEL GUIDELINES**

1. Must be completed before reimbursement can take place.
2. Lodging may be reimbursed, if it takes place at least 90 miles from Eugene, and is for a professional development (business) purpose.
3. If less than 90 miles from Eugene, transportation costs may be reimbursed.
4. Hotel receipts must show actual rate charged per room.

**UO will not reimburse for the following:**

1. Expenses for family members
2. Insurance on airfare
3. Tips/Gratuity
4. Regular living expenses such as rent, food, transportation costs, etc. incurred while attending the University of Oregon.

**DEPARTMENT OF GLOBAL STUDIES  
THURBER AWARDS**

The Department of Global Studies offers several awards to support graduate student professional development, e.g., research related activities, presentations at conferences, language learning, or other enrichment opportunities. Thurber Awards, funded by the estate of the late Professor Clancy Thurber (a founder of our program), are one resource for professional development expenses.

Thurber Awards are allocated on a non-competitive basis. Each graduate student in the program has access to the amount that was promised at the time they began the Global Studies master's program. Students must submit a statement explaining how the funds will be used for their professional development. This support is made available through Thurber funds with qualifying documentation (previous Thurber awards will be counted towards this amount).

To access these funds, students must follow the process below to apply for Thurber monies, have it approved, and agree to submit appropriate documentation toward the use of funds. Please note that **original receipts** are required for reimbursement.

Applications will be received on a rolling basis, as opposed to having a call for proposals for the Thurber Award. Applications should be directed to the Director of Graduate Studies who will evaluate and approve the disbursement of funds. Students may apply for Thurber Awards once a quarter until they reach their limit of qualifying support. All sections of the application form are required.

Completed applications should be submitted to the Graduate Coordinator at [gslgradcoord@uoregon.edu](mailto:gslgradcoord@uoregon.edu) **and** the current Director of Graduate Studies for Global Studies.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

## THURBER AWARD APPLICATION

- 1) Amount of support requested (up to \$700): \$
  
- 2) Please provide a brief statement detailing the purpose(s) for which you are requesting support.
  
  
  
  
  
  
  
  
  
  
- 3) How will the proposed purpose, activity or project contribute to your intellectual & professional development?
  
  
  
  
  
  
  
  
  
  
- 4) Please provide a simple budget detailing the expenses for your proposed purpose(s) or activity, noting for which expenses Thurber funds will be applied. Please also acknowledge other sources of support applied for or awarded in connection with the proposed purpose(s), activity or project (including amounts). Original receipts will be required for reimbursement.

To the best of my knowledge, this application meets the objectives, restrictions, conditions, and guidelines for the Thurber Award administered by the UO Department of Global Studies. I agree to comply with these terms if awarded.

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**Applicant Signature**

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**Date**