MIP Academic Development Travel Grant Policy & Proposal

Exchange Program with the Vienna School of International Studies

MIP students selected to participate in Autumn Quarter exchange at the DA (Vienna) may apply for an 
Academic Development Travel Grant. Students from the DA on exchange at MIP may also apply for this 
grant. The travel grant is designed to provide students with the ability to take advantage of their location in 
Europe (or the United-States) by performing research or enhancing their academic exposure and 
development.

Proposed travel may be for a maximum of four days and the maximum stipend request is US $1500. 
Please note that most approved stipends are for less than $1500.

In order to apply for an Academic Development Travel Grant, you must submit the following information:

1. Proposal explaining how the trip will contribute to your academic and professional development 
and future career plans 
2. Estimated expense budget, i.e., the costs associated with airfare, lodging, food, ground 
transportation, etc.

Applications open annually from October 1 through November 20. Proposals will be reviewed by MIP 
staff and leadership. Funding decisions will be made on a rolling basis.

Please send your proposal to Jonathan Achter.

Approved stipends will be disbursed to students via Axess so please be sure to set up direct deposit. 
Also, travel should be booked in coordination with Cheng Huynh using Stanford Travel (Egencia or 
Student Universe).

Before receiving this grant, you will need to:

- Sign an agreement stating that you will submit a 1-2 page report with a photo and/or a blog post 
with a photo for the MIP website about your experiences. 
- Sign and return the Stanford Liability Release Waiver. 
- Register your travel with the Stanford Office of International Affairs and submit a confirmation of 
this registration to MIP. 

The agreement, release waiver, and travel details should be sent to Cheng Huynh.

For additional details, please visit the MIP website or discuss with the MIP Team.