



## The Graduate Student Senate Travel Grant Guidelines

### CONTACT INFORMATION

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### PURPOSE

The purpose of the Travel Grant is to provide support to graduate students for travel to present original work as well as travel for professional development workshops and seminars.

The Travel Grant is intended to enhance graduate education through participation in seminars and conferences and foster professional development to further students' careers. The grant attempts to cover a majority of the costs associated with such travel.

### DUE DATES

The due dates for the academic year 2010-11 for the Travel Grant are:

Quarter	Due Date
Fall Quarter	5:00 pm, Friday, September 17, 2010
Winter Quarter	5:00 pm, Friday, January 14, 2011
Spring Quarter	5:00 pm, Friday, April 8, 2011

### WHAT DOES THIS GRANT FUND?

The Travel Grant can be used to fund any local, national, or international travel as long as the purpose of the intended travel is to present original work or for professional development. Additionally, the grant can be used to fund travel that is intended to further the professional development of an applicant in the form of workshops or seminars. The grant money can be used to fund mileage, airfare, rental car costs, and accommodation.

This grant **cannot** be used to cover food, conference registration, parking or other similar supplementary expenses. It **cannot** be used to fund travel to conduct research. You must apply for

the Original Work Grant for this purpose. The Grant Committee Chair, may at her discretion, reject an application if the travel is not for presentation of results. Please contact the Grant Committee Chair if you have any doubts about which travel is eligible.

The grant can also be used to fund publications in peer-reviewed journals. In this case, the applicant should include:

- Provide the name of the organization and journal on cover page as if it were a conference or workshop.
- In the budget, the cost per published page, black and white or color listed separately.
- In proof of acceptance, a statement from the organization stating that they will not waive the publication fee.

## **AVAILABILITY OF FUNDS**

For the year 2010-2011, each recipient will receive a maximum of \$500.00 based on his or her budget. The Grant Review Committee will try to fund as many compliant grant applications as possible, based on availability of funds. Funds will be awarded based on the budget provided by the applicant and the award may be adjusted if the budget fails to meet GSS requirements. Awards may also be adjusted based on the funding available to GSS.

## **ELIGIBILITY**

Any graduate student that is enrolled for at least 1 credit hour and progressing toward a graduate degree at Ohio University can apply for the grant. Students selected to participate in a performance (e.g., an all-state dance performance) or displaying the results of their performance-based research should apply to the travel grant whereas those arranging a performance showcase or recital should apply to the Original Works Grant. In either instance, it is highly suggested to contact the GSS Grant Committee Chair in order to determine the appropriate placement of your submission.

In addition, the travel must take place after the deadline for application for that particular quarter has passed. If you have received a Travel Grant in the current academic year, you will not be awarded again.

## **HOW ARE THE GRANTS AWARDED?**

The Travel Grant is based on a modified lottery system. The grant does not take into account the merit of your project or conference. It is purely based on chance. Each complete grant is entered into a lottery and winners are drawn out at random until funding is expended. If at the end of the draw, additional funding is available, further applications will be drawn and awarded based on the remaining amount. In these cases, awardees may not receive the entire amount that was requested. The committee will contact you if this is the case to ask whether or not you will accept the remainder award.

## TRAVEL GRANT APPLICATION

A complete Travel Grant application **MUST** include these components in order to be eligible for funding:

1. **Application Form:** The applicant **must** download the application form from the GSS Travel Grants Web site and complete all of the information. The Travel Grant requires signatures from the following:

- Applicant's academic advisor, verifying that the research is sound, or the workshop or seminar directly benefits the student's education
- Graduate chair, verifying that the department is fiscally responsible for the student
- Applicant's signature

If matching funds are being provided from the College, the applicant must obtain the signature of the Dean / Associate Dean, verifying the funding. **If any of the signatures are missing, the grant application shall be deemed non-compliant and the applicant will not be eligible for the draw.**

2. **Budget:** The applicant **must** provide a single page, tabular format budget for the entire trip. The budget should list all the expenses and the applicant should indicate which items would be funded by GSS. Funds can be requested for items directly related to travel, such as airfare, ground transportation, hotel accommodation, and gas. Funds cannot be requested for the following items: registration fees, food, airport parking, train / subway fares, and taxi fares, etc.

*\*See Appendix A for a Sample Budget.*

The budget should provide all the details and should include the sources for the price quotes. Additional sources of funding should be listed along with the items that will be covered by these funds. Additional sources of funding include: personal funds, advisor's funds, department / college funds, and other grants / awards. GSS may revise the award budget based on the budget and fund only those items that are eligible for funding.

3. **Abstract / Synopsis:** The applicant should provide a **single page** brief abstract or synopsis of the material being presented at the conference or workshop. The text should also include the nature of the conference/workshop/seminar and why it is necessary for the applicant to attend the event.

4. **Documentation of Acceptance:** Travel for the purpose of presenting research or art should be supported by a letter or email of acceptance of the presentation or a copy of the conference program listing the presentation. For seminars or workshops, proof of registration can be used as documentation of acceptance. If formal acceptance has not yet been received, the applicant **can** still submit the grant application and explain why the acceptance has not been provided. However, GSS will not disburse funds until sufficient proof of acceptance has been provided.

## NOTIFICATION

Once the draw is completed, applicants shall be notified whether they have won the award or not. Within two weeks of the draw, departmental administrators of awardees shall be notified and money shall be transferred upon receipt of their account numbers.

## GETTING THE MONEY

Once the money has been transferred to the applicant's department, it is the responsibility of the applicant to obtain the award from the department. Award recipients will have **six months** (or until **June 3<sup>rd</sup>**, whichever comes first) to claim the award. Awards not claimed within this time frame **must** be returned to GSS. Additionally, it is the responsibility of the applicant to make sure that any used travel money (i.e., travel costs that end up being less than the previously submitted budget) is returned to GSS via a return transfer from the applicant's department. The award amount **cannot** be used for any other purposes than those specified in the grant application.

## FINAL REPORT

Each awarded applicant **must** submit a final report to the GSS on how the award was utilized. This report **must** be submitted within 30 days of the travel or 180 days of award being granted, whichever comes first. The final report should include the following:

- Final Report cover page (available online on the GSS Travel Grants Web site)
- Report on travel, and how it helped you as a graduate student (one page narrative)
- Complete budget for the actual cost of the travel how
  - GSS money was spent
  - Other sources of funding were utilized
  - How much out of pocket expenses were incurred

Failure to submit a final report within the required time frame will render the applicant ineligible for funding from GSS. Additionally, the department to which the applicant belongs will also be disqualified from all future GSS funding. You may also jeopardize your department's ability to obtain funding from other sources at Ohio University.

## APPENDIX A SAMPLE BUDGET

<i>Budget Items to be covered by GSS Travel Grant</i>			
Item	Source	Cost	Total
Roundtrip driving to Chicago	<a href="http://www.mapquest.com">www.mapquest.com</a>	366 miles x 2 @50.5 cents/mile	\$369.66
Hotel	Hilton Hotel (special student discount)	\$103/night at 4 nights	\$412.00+tax
		<b>Total</b>	<b>\$781.66</b>
Funds	Source	Amount	Total
E.W. Scripps School of Journalism	E.W. Scripps School of Journalism	\$250.00	\$531.66
	Amount requested from GSS	\$400.00	\$131.66
	Personal Account	\$131.66	\$0.00
		<b>Total</b>	<b>\$0.00</b>
<i>Budget Items not covered by GSS Travel Grant</i>			
Item	Source	Cost	Total
Hotel parking	<a href="http://www.hiltongardeninn.com">www.hiltongardeninn.com</a>	\$26/day at 4 days	\$104.00
Meals	OU per diem for Chicago	\$64.00/day at 4 days	\$256
Student conference registration	<a href="http://www.aejmc.org">www.aejmc.org</a>	\$60.00	\$60.00
		<b>Total</b>	<b>\$420.00</b>
Funds	Source	Amount	Total
Scripps College of Communication	Scripps College of Communication	\$250.00	\$170.00
Personal Funds	Personal Funds	\$170.00	\$0.00
		<b>Total</b>	<b>\$0.00</b>
<b>Budget Summary</b>			<b>Total</b>
Total Budget		\$1,201.66	\$1,201.66
Requested from GSS		\$400.00	\$801.66
Received from Advisor/Dept		\$0.00	\$801.66
Amount Pending from Advisor/Dept		\$500.00	\$301.66
Personal Funds		\$301.66	\$0.00