TRAVEL GRANT

Travel Grant Application Guidelines
Revised April 2006

ABOUT THE TRAVEL GRANT

Purpose

The Graduate Student Senate Travel Grant will support travel to present original work as well as travel for professional development Workshops and seminars. The funds are provided by the Office of the Associate Provost for Graduate Studies, overseen by the Office of the Vice President for research and administered by the Graduate Student Senate.

The travel grant is intended to further graduate education through participation in seminars and conferences and foster professional development to further students’ careers. This grant is not intended to cover the full costs, but only to defray the high costs associated with travel. The general purpose of this grant is twofold. One, we are offering this funding opportunity to enable graduate students to attend conferences for professional development. Please note that this grant is not intended to be a competitive fund, but is intended to provide funds equally to graduate students in various stages of their education. Secondly, as there is no current graduate student travel fund available at Ohio University, these monies will enable more students to attend conferences/workshops/performances and thus increase the representation of Ohio University graduate students at regional, national, and international conferences.

GENERAL GUIDELINES

Eligibility

Graduate Students from all departments and schools in the Colleges of Arts and Sciences, Fine Arts, Education, Engineering, Business, Communication, Center for International Studies, Health and Human Services, Osteopathic Medicine and the Individual Interdisciplinary Program are eligible. Applicants must be enrolled for at least one credit hour at Ohio University and be making progress towards a graduate degree.

**Note** For students involved in performance based efforts: students selected to participate in a performance (e.g. all-state dance performance) or displaying the results of their performance-based research should apply to the travel grant whereas those arranging a
performance recital or showcase should apply to the original work grant. In either instance, it is highly suggested that you contact the GSS Grant Committee in order to determine the appropriate placement of your submission.

**Note** For students who are using this grant to fund professional development activities in the form of peer reviewed journal publications you must do the following things: 1) Indicate the name of organization and name of peer-reviewed journal on cover page as if it is a conference. 2) In the budget, list the cost per published page, black and white and color listed separately as appropriate. 3) In the proof of acceptance section, provide a statement from the organization stating that they will not waive the publication fee. 4) Fill out the remainder of the grant and supporting documentation. Please note these funds will not be available until confirmation of acceptance of the manuscript. Other typing, binding, or printing expenses are not allowable. It is highly suggested that you contact the GSS Grant Committee prior to submission to confirm eligibility and the format of your document.

The travel grant is entirely based on a lottery. Students applying for funding are not judged on the merit of their proposal, only whether or not the funds requested are appropriate under the grant guidelines, all necessary paperwork was supplied and the applicant is traveling to a conference, workshop or performance. Each awardee will receive up to $300 to support his/her travel expenses.

**DEADLINES & SUBMISSION INFORMATION**

All completed applications must be delivered to the Graduate Student Senate Office (218 Lindley Hall) by 4p.m. on the following dates. Late applications will not be accepted and incomplete applications will not be considered.

- Fall Quarter 2005: Friday September 23, 2005
- Winter Quarter 2006: Friday February 3, 2006
- Spring Quarter 2006: Friday April 28, 2006

Students MAY NOT apply for travel reimbursements. Thus, you must submit your proposal prior to your date of travel. The lottery will be conducted within two weeks of the above deadlines, thus, your travel must occur AFTER the dates listed above if you wish to obtain funding. You may submit a request based on the probability that you will attend a particular conference in the summer or early fall during the Spring quarter cycle, but no funds will be dispersed until you provide a copy of your acceptance letter to the GSS.

Students MAY NOT request funds for more than ONE travel event in any quarter.

**FORMAT AND REQUIRED ITEMS**

To apply for a travel grant, the applicant must provide the following information:

1. Download and complete the standard Application Form from the GSS website that provides the following information: 1) personal information including the applicant’s name, contact information, department and graduate level status; 2) meeting information including the name of the conference, inclusive dates, location,
type of meeting/Workshop (international, national or regional); 3) list any additional sources of current and/or pending travel funding.

• **Signatures (3 Required):** First, applicants must have the approval of a faculty mentor/advisor verifying either: a) that research is sound or b) that this professional development Workshop or seminar directly benefits the student’s education. This signature makes the faculty advisor academically responsible for the student. **Second,** the graduate chair must sign the application cover page verifying that the applicant’s home department is fiscally responsible for the student. **Third,** applicants must receive the signature of their department or school representative on Graduate Student Senate. A listing of names and contact information is available on our website at [www.ohio.edu/~gss](http://www.ohio.edu/~gss). **Also,** if applicable, students must obtain a signature from their college Dean, Associate Dean, or Assistant Dean if they are receiving additional matching funds from their college as verification.

2. A **Budget** documenting the total amount requested from the GSS and available from other sources (**maximum one page**). Please refer to the sample budget below. The GSS Travel Grant covers ONLY line item expenses directly related to travel – airfare, hotel/lodging, and gas. You may not request funds for registration fees, food, and other expenses. You may not request funds for other travel expenses such as airport parking, train/subway fares, taxi service, etc. The budget should be detailed in that the prices quoted for the airfare, gas, or lodging are actual price quotes (use online sources such as Travelocity, Orbitz, or Expedia to generate a price quote for each item). You must also include any other sources of funding that are available to you and listed in section 5 of the cover page. The budget documentation is solely for ensuring that the student is requesting funds only for legitimate expenses covered by this grant. Awardees will be able to provision the received monies towards each of the incurred expenses listed in the budget as they deem appropriate. The GSS reserves the right to review the budget and make awarding decision based on this review.

3. Provide a brief **Abstract/Synopsis** (**maximum 500 words**) concerning the material that will be presented, the nature of the workshop/seminar and why your attendance is important or information about the performance or exhibit. If you are not presenting at a conference, but still wish to attend, please use this section to explain how your attendance will benefit your academic and professional career. We do not see the need for students requesting travel funds to present research/artwork to submit a lengthy proposal (introduction, materials and methods, significance, etc.). However, it is important to explain briefly, for record keeping purposes, the nature of the travel for which the applicant is requesting funding.

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1 If your department/school does not have a representative on GSS, your grant application will not be accepted. Therefore, if your department/school lacks representation, and you still want to apply for a grant, please contact your graduate chair, department chair, College Senator on GSS, and/or fellow students in your department/school to apply to GSS for membership. It is very easy to apply for membership. Just go to our website to find the application.
4. Provide **Documentation of Acceptance**. In the case of travel to present research/artwork, documentation must be in the form of a letter/email of acceptance of the presentation or a copy of the conference program listing the student’s presentation. In the case of a seminar or Workshop, documentation must be in the form of a letter/email of funds received for registration. If you have not yet received formal acceptance, you **CAN** still apply for this grant; you must write a statement explaining why you have not yet received acceptance and if awarded, you must supply the GSS with the official documentation of acceptance before any funds will be made available to you.

**REVIEW PROCESS**

Grant applications will be examined to ensure that all qualifications have been met and applications are complete. Budgets may be adjusted if they are unclear or ask the GSS to fund items not covered. Funding will be determined by a **modified lottery** held within two weeks of the submission deadline. The GSS research commission members will orchestrate the modified lottery, but final approval of awardees will be made by the Associate Provost for Graduate Studies.

Travel grants have an upper funding limit of **$300** per student per request. The GSS reserves the right to adjust budgets and redistribute funding to meet programmatic needs where relevant. Each applicant will receive a designation of either “A” or “B”. An “A” application is one that is complete and the applicant has not received a travel award from the GSS in a previous quarter during that academic year. A “B” application is one that is complete, but the applicant has received a travel award from the GSS in a previous quarter during that academic year. These applications will only be considered if additional money is available after selecting which “A” applicants will receive funding. The first 10 applicants drawn from the “A” pile will be funded up to the $300 limit. If any winners request less than $300 for the cost of travel, another applicant will be chosen from the pile and funded the remaining amount. In the event that all applicants in the “A” pile are funded, and funds still remain, applicants from the “B” pile will be drawn until all funded is exhausted. Please note that awards are **NOT** based on the perceived merits or significance of the material as presented in the abstract/synopsis and the GSS only requests that information to understand what will be shared with others at the meeting. Additionally, awards will **NOT** be based on the number of meetings previously attended; therefore people who have presented at multiple meetings will not be penalized for their achievements but have an equal chance of being funded as those that have only presented at a few or none.

**AWARDS**

Applicants and the applicant’s advisor will be notified via email and campus mail within one week of the final decision. Copies of the award letter will be kept by the Associate Provost for Graduate Studies and the GSS. The award letter will inform the applicant whether or not s/he won the lottery, and if so, how much funding was allotted. The letter will also contain detailed information about the submission of the final report. Funds will be disbursed directly to the applicant’s department. All funding must be used within **one year** of receipt and any unused funds must be returned to the GSS. Cash awards cannot be made.
FINAL REPORTS

**Please submit to GSS Travel Grant, GSS Office, 218 Lindley Hall**
All awardees must submit a final report to the GSS. Winners should submit their report no later than TWO months after the date of travel. Failure to submit the Final Report renders you ineligible to receive future funding from the GSS, will jeopardize future Graduate Student Senate funding opportunities available to graduate students in your department, and possibly jeopardize your department’s ability to obtain University-wide funding. If you fail to submit the final report within the required time frame, letter regarding this failure will be sent to the applicant, the applicant’s advisor, and the graduate chair. The GSS review committee will do its best to send out a reminder, but ultimately it is the responsibility of the applicant to submit this report. You will receive a detailed list of what to include in the report with your award letter. Make sure to follow the guidelines outlined on the handout. The final report should consist of a description detailing how the money was spent and what other funds were used to cover other items not paid for by the GSS grant. This final report 1) enables the GSS to gather data on how students use travel money and the total costs of conference travel and 2) holds both the GSS and the awardees accountable for how the monies were spent.

RESUBMISSIONS & BACK-TO-BACK REQUESTS

**Please submit to GSS Grant for Original Research, GSS Office, 218 Lindley Hall**
You may apply for funding in back-to-back quarters IF: a) you did not win the lottery for the conference submitted in the previous quarter AND have NOT traveled, or b) you submit a request for a different conference. In either case, you CANNOT apply for funding for travel that has already occurred.

Sample Budget:

Total Budget:
- Supplier Each ($) Quantity Total ($)

Requested from GSS Grant
- Items/Materials

Provided by Self/Advisor/Department
- Items/Materials

Funding provided by
- (fill in grant/award)
- Items/Materials

Budget Summary:
- Total amount required for completion ($)
- Total amount requested GSS grant ($)
- Total amount received from other sources ($)
- Total amount pending from other sources ($)

For more information, visit the GSS website at www.ohio.edu/~gss.

To contact the grant committee, go to www.ohio.edu/~gss and click on contact to find the chair of the grant committee’s email address.