



The Graduate College - Graduate Student Senate Travel Award

Proposal Submission Guidelines

Please note that these guidelines and proposal preparation instructions supersede all previous versions.

CONTACT INFORMATION

For questions about the Travel Award, please email gssgrantreview@ohio.edu.

GOALS

The main goal of the Graduate College-Graduate Student Senate (GC-GSS) Travel Award program is to enhance graduate education through participation in seminars, workshops and conferences, fostering professional development to further students' careers.

DUE DATES

The due dates for the Travel Award are:

- Fall Semester - 5:00 pm, October 20th – For expenses incurred 11/1 to 4/30
- Spring Semester - 5:00 pm, March 20th – For expenses incurred 4/1 to 9/30
- Summer Session - 5:00 pm, May 20th – For expenses incurred 7/1 to 12/31

ELIGIBILITY

Any graduate-degree seeking student at Ohio University who is enrolled for at least 1 credit hour in the semester the expenses are incurred can apply for the travel award.

In addition, the travel must take place during the expense window for the application for that particular semester. You are eligible to apply and receive one Travel Award per calendar year.

AVAILABILITY OF FUNDS

Each recipient will receive a maximum of \$500.00 based on the budget provided by the applicant. Awards are granted based on a modified lottery process and as many compliant award applications as possible will be funded. Funds will be awarded based on the budget provided by the applicant and the award may be adjusted if the proposed budget fails to meet GC-GSS requirements. Awards may also be adjusted based on the funding available.

WHAT DOES THIS AWARD FUND?

The Travel Award 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 at a conference, workshop, or seminar. The Travel

Award can also be used to support noteworthy recognition or professional development at a conference, workshop, or seminar.

Travel to attend a conference, workshop or seminar to learn a skill necessary for the graduate student to conduct their research or creative work is appropriate for submission to the Original Work Grant. Please contact the Graduate College if you have any questions or doubts about which travel is eligible.

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 Award whereas those arranging a performance showcase or recital should apply to the Original Work Grant.

Allowable expenses must meet the general guidelines set forth by Ohio University. If you have questions, please check with your departmental administrator or advisor. The GC-GSS Travel Award **cannot** be used to fund travel to conduct research. You must apply for the Original Work Grant for this purpose.

TRAVEL AWARD APPLICATION

Submission Method

All submissions must be submitted electronically using the link provided on the grants webpage. PDF files are required. Submit the proposal as one document, and the signed Application Form as a separate PDF file.

Proposal Contents

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

1. **Application Form (Online):** The applicant must complete the online application form electronically through on Qualtrics (link provided on the Graduate College website). The Travel Award requires a signature sheet with the following:
 - Applicant's academic advisor, verifying that the research is sound, or the workshop or seminar directly benefits the student's education and professional development
 - Graduate or department chair, verifying that the department is fiscally responsible for the student
 - Applicant's signature

If any of the signatures are missing, the award application shall be deemed non-compliant and the applicant will not be eligible for review.

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 the GC-GSS Travel Award. Funds must meet the Ohio University guidelines for travel. If you have questions, please check with your departmental administrator or advisor.

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.

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 award application and explain why the acceptance has not been provided. However, the funds will not be disbursed until sufficient proof of acceptance has been provided.

HOW ARE THE TRAVEL AWARD WINNERS SELECTED?

The Travel Award is based on a modified lottery system. The award does not take into account the merit of your project or conference. It is purely based on chance. Each complete award is assigned a random number. The proposals are sorted by the assigned number. Proposals are selected by that order until funding is expended. If at the end of the draw, additional funding is available, remaining monies will be used in future semester awards. In cases where limited funds require the reduction in an amount awarded, the administrator will contact you if this is the case to ask whether or not you will accept the remainder award. All applicants will be notified via email once funding decisions have been made. Award recipients' names will be released each term.

GETTING THE MONEY

Within two weeks of the draw, awardees shall be notified. The notice will include information about how the award will be disbursed. Award recipients may expend the awards during the dates defined on the Due Dates section. Recipients with travel that crosses the deadlines should contact the Graduate College. Awards not claimed by the end of this time frame must be returned. 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 the Graduate College via a return transfer from the applicant's department. The award amount cannot be used for any other purposes than those specified in the award application.

FINAL REPORT

All recipients must provide a final report by the close of the award window or before the end of the semester when the costs were incurred. The report will be collected online via Qualtrics survey available on Graduate College website, and detail how the monies were spent. The final report should include the following:

- Report on travel, and how it helped you as a graduate student (one page narrative);
- Complete budget for the actual cost of the travel, including how:
 - The award money was spent;
 - Other sources of funding or matching funds that were utilized. ;
 - How much out of pocket expenses were incurred.

Failure to submit a final report will disqualify the recipient for future awards and may disqualify students from the academic department from receiving future awards.