

GSS Travel Awards

Travel Awards Workshop

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Travel Awards Committee, Chair

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- What are Travel Awards
- Who should apply
- How to maximize your chances of being awarded
- What happens after you submit your application

What are Travel Awards?

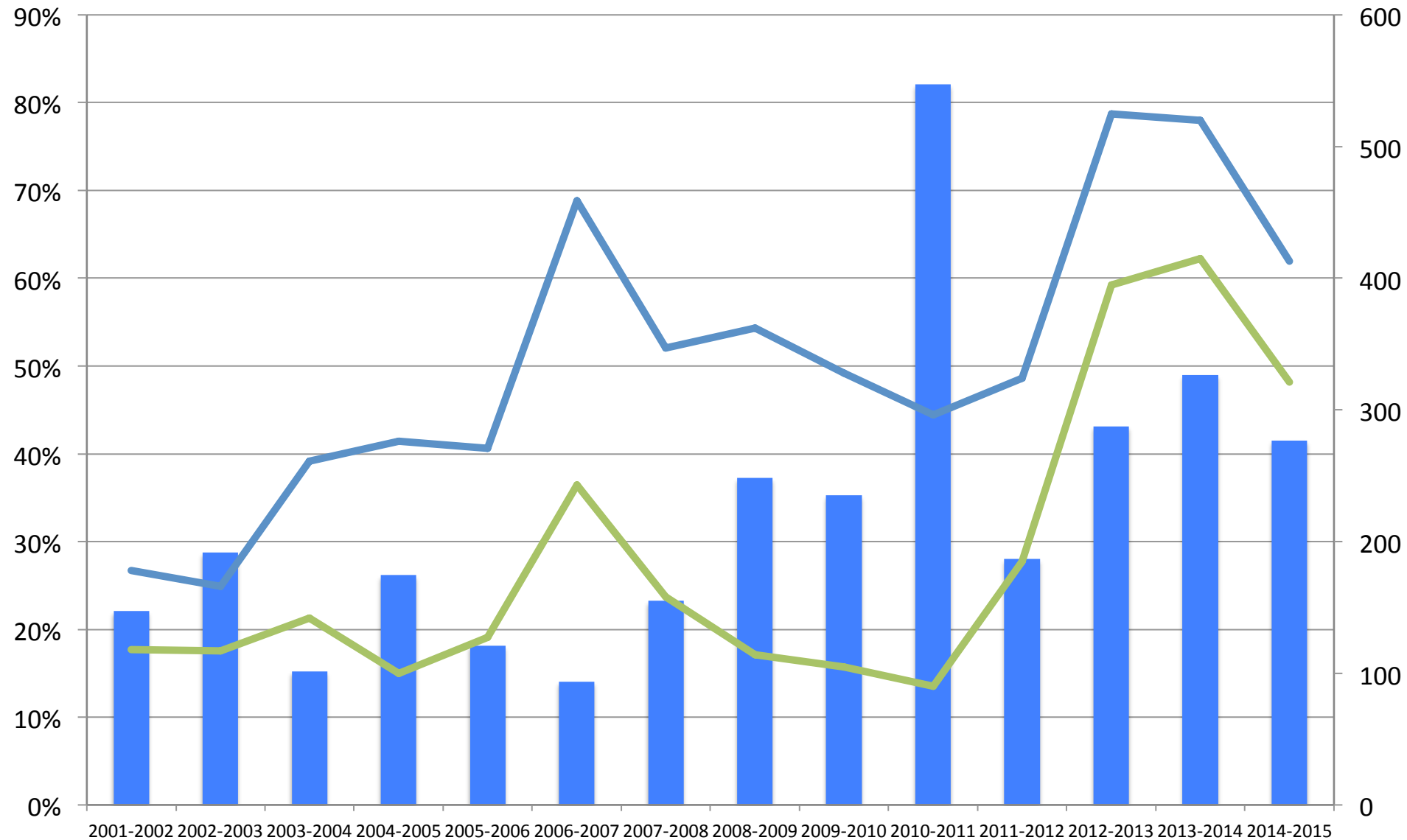
- Enables grad students to present their original research outside of UT
- \$240,000 awarded annually
- Allocated by GSS Travel Awards Committee
 - Committee is comprised entirely of grad students

Typical Funding Levels

	Students Funded	Amount Awarded	Average Award Amount
Summer 2014	122	\$ 81,000	\$ 663
Fall 2015	156	\$ 89,000	\$ 568
Spring 2015	165	\$ 87,000	\$ 527
Total	443	\$ 257,000	\$ 580

Applications and Awards

■ % Funded by GSS — Applicants — Applicants Awarded



Who Can Apply

- Must be a registered grad student in good standing
- Must be traveling within the next travel period
- Must actually be *going* to an event
- Must be able to cover minimum of 10% of travel expenses
- Must not have received a GSS Travel Award this academic year
- Must be able to fill out an application and turn it in on time

The Ranking Criteria

- **Student's Role** (3 points)
 - Paper Pres
 - Poster Pres
 - Panel/Other Pres
- **Location of Event** (2 points)
 - International
 - National
 - Regional
 - State
- **Submission Procedure** (3 points)
 - Invitation
 - Peer-reviewed
 - Open Call
- **Primary Presenter** (2 points)
 - Yes
 - No
- **Primary Author** (2 points)
 - Yes
 - No

Check List

- Signatures
- Abstract
- Completed application fields
- Typed
- Event acceptance letter or letter from student stating acceptances have not been issued
- Explanation of unusual circumstances (if applicable)

Signatures & Abstract

- ❑ 4 Signatures required:
 - Applicant
 - Applicant's advisor
 - Applicant's department head
 - Applicant's college dean

❑ Abstract

Student's Role

- Paper presentation
 - You're presenting original work in the form of a paper
- Poster presentation
 - You're presenting original work in the form of a poster
- Panel presentation
 - You're presenting an original work as part of a panel
- Other presentation
 - An explanation is required of the applicant

Submission Procedure

- Invitation
 - You were asked to present by someone in the event's governing body
- Peer-reviewed
 - You submitted a proposal that was reviewed and accepted
- Open Call
 - Anyone can pay a registration fee and attend

Location

- International
 - includes AK & HI
- National
 - states not adjacent to TN
- Regional
 - states adjacent to TN
- Local
 - within TN

Primary Presenter & Primary Author

- Primary Presenter
 - Yes
 - No

- Primary Author
 - Yes
 - No

Your Share of Costs

- Estimate the cost of all GSS-coverable expenses
 - E.g. flight, hotel, car rental, gas, event registration fee
- Do not deduct any non-GSS funding from this amount
- You will only be reimbursed up to the amount awarded
- You will only be reimbursed up to the sum of receipts submitted
- Any unused award balance is reclaimed by GSS

Non-GSS Funding Sources

- You must declare any non-GSS funding
- This includes funding from:
 - Department
 - College
 - Conference
 - Applicant's grant
 - Advisor's grant

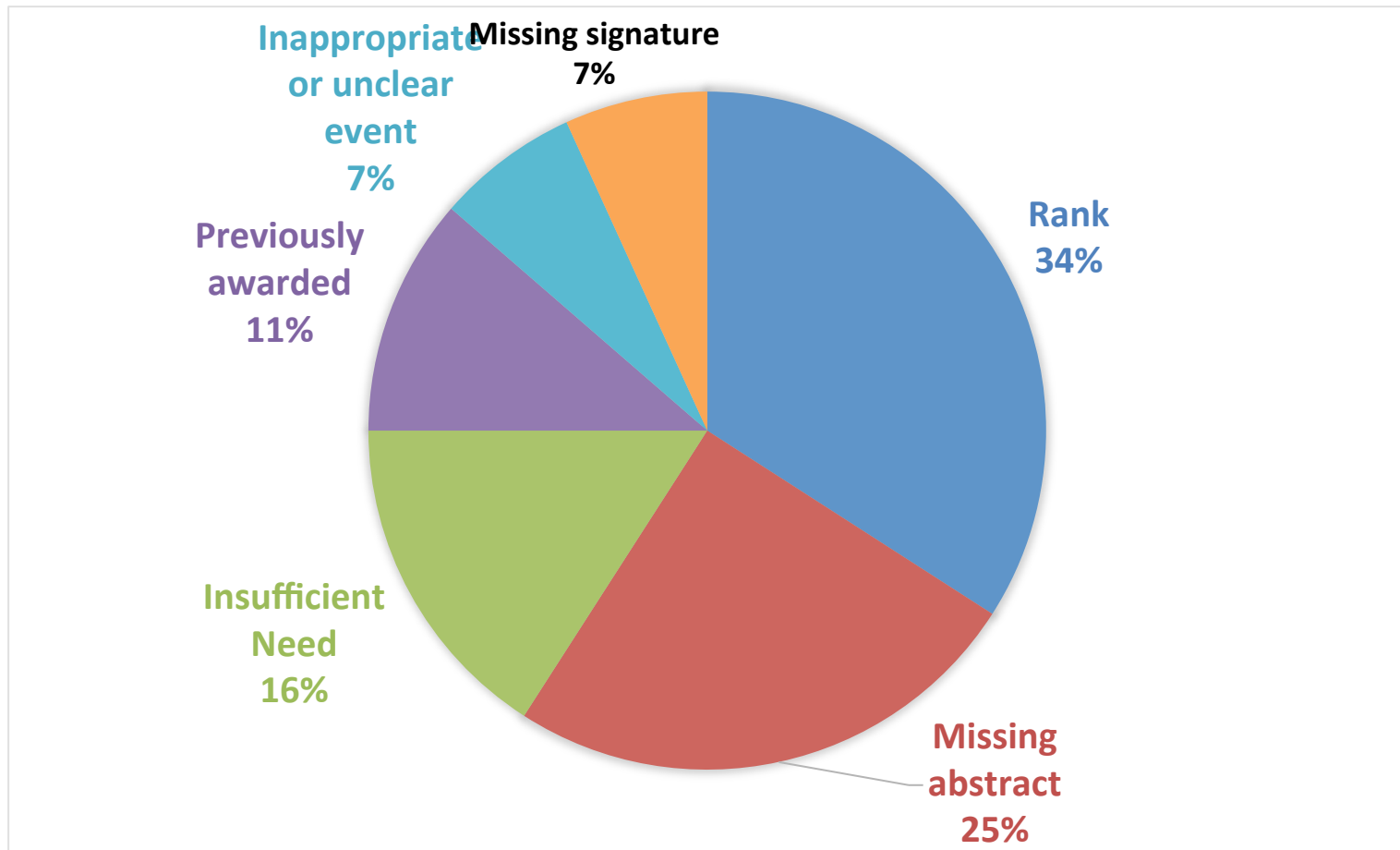
Proof of Acceptance to Event

- Submit the letter or email from the event confirming your involvement
- If acceptances have not been issued yet, write and submit a letter stating this
- Failure to prove you are presenting at an event or awaiting a decision results in automatic rejection

Non-standard Events

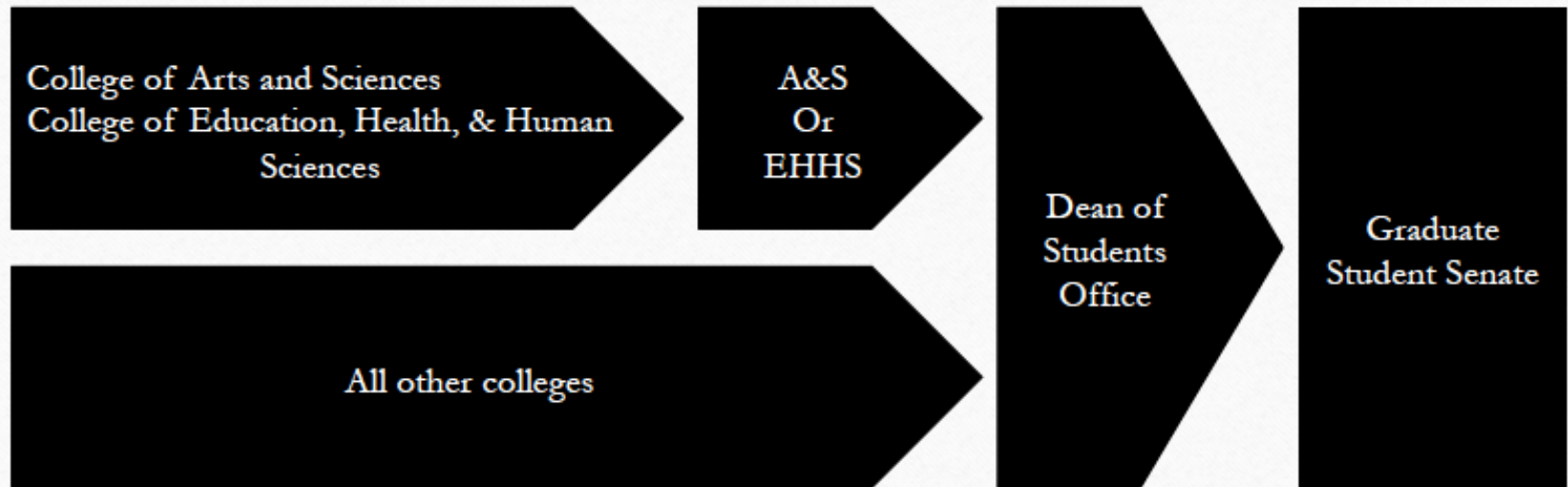
- It is critical you explain:
 - How your involvement will contribute to your field
 - How what you are presenting is original work
 - The justification for your selection of each of the application fields
- The reviewers will likely not be in your field so explain carefully

Reasons for Rejections



Where does your application go?

Where does your application go?



GSS Review

- The committee meets within one week of application deadline to evaluate:
 - Whether the event meets the criteria for funding
 - Whether the applicant's involvement meets the criteria for funding
 - Whether the application is complete
 - The application's rank

Decision Notifications

- All decision notification are sent via email
 - Email address provided on application is used

- Only the application receives a decision notification
 - If the department needs a copy of the decision, the applicant must provide it

Proof of Travel

- Receipts are required in order to receive reimbursement
 - Airfare, lodging, car rental, gas, parking, registration, etc.
- Per diem expenses are not covered
 - E.g. entertainment and meals

Reimbursement

- Submit your GSS acceptance letter and your receipts to your departmental secretary
- Department submits reimbursement request to the Vice Chancellor for Student Life, who issues reimbursements.
- Reimbursements are delivered by direct deposit about two weeks later

Application Deadlines

- April 13, 2015: for all graduate students in the College of Arts and Sciences and the College of Education, Health, and Human Sciences.
 - Submit applications to your college dean
- April 28, 2015: for graduate students in all other colleges.
 - Submit applications to the Dean of Students (Student Services Building, Room 413)

Reference Sources

- GSS Travel Awards webpage: gss.utk.edu/travel-awards
- Workshop PowerPoint presentation will be posted on GSS Travel Awards webpage
- Travel Awards Committee Chair: gsstravel@utk.edu