GSS Travel Awards

Travel Awards Workshop

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Travel Awards Committee, Chair
Contents

• 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

<table>
<thead>
<tr>
<th></th>
<th>Students Funded</th>
<th>Amount Awarded</th>
<th>Average Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2014</td>
<td>122</td>
<td>$ 81,000</td>
<td>$ 663</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>156</td>
<td>$ 89,000</td>
<td>$ 568</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>165</td>
<td>$ 87,000</td>
<td>$ 527</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>443</strong></td>
<td><strong>$ 257,000</strong></td>
<td><strong>$ 580</strong></td>
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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

- Rank: 34%
- Missing abstract: 25%
- Insufficient Need: 16%
- Previously awarded: 11%
- Inappropriate or unclear event: 7%
- Missing signature: 7%
Where does your application go?
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