Overview

• What are GSS Travel Awards
• How to apply for one
• How award decisions are made
• How do you get reimbursed
• Questions
What are GSS Travel Awards?
What are GSS Travel Awards?

• Helps graduate students present their own original research outside UT
  • Students come from nearly every college and 50+ departments each awards cycle

• $240,000 awarded annually

• Awards are allocated by the GSS Travel Awards Committee, which is comprised entirely of graduate students volunteering their time
<table>
<thead>
<tr>
<th>Travel Dates</th>
<th>A&amp;S, EHHS Deadline</th>
<th>All Other Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong>&lt;br&gt;(September 1 – December 31, 2016)</td>
<td>August 15, 2016</td>
<td>August 22, 2016</td>
</tr>
<tr>
<td><strong>Spring</strong>&lt;br&gt;(January 1 – April 30, 2017)</td>
<td>December 5, 2016</td>
<td>December 12, 2016</td>
</tr>
<tr>
<td><strong>Summer</strong>&lt;br&gt;(May 1 – August 31, 2017)</td>
<td>April 10, 2017</td>
<td>April 17, 2017</td>
</tr>
</tbody>
</table>
## Example 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><strong>Summer 2016</strong></td>
<td>153</td>
<td>$75,190</td>
<td>$491</td>
</tr>
<tr>
<td><strong>Fall 2016</strong></td>
<td>131</td>
<td>$66,030</td>
<td>$504</td>
</tr>
<tr>
<td><strong>Spring 2017</strong></td>
<td>234</td>
<td>$99,780</td>
<td>$426</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>518</td>
<td>$241,000</td>
<td>$465</td>
</tr>
</tbody>
</table>
Applications and Awards

Number of Students

- Total # Applicants
- Total # Awardees
- Total $ Requested

Years:
- 2011-2012
- 2012-2013
- 2013-2014
- 2014-2015
- 2015-2016
- 2016-2017

Values:
- $0
- $300,000
- $600,000
- $900,000
How to apply?
Check List

1. Eligible to apply
2. Complete online application
   - Abstract
   - Conference/event acceptance or proof of submission letter, email, etc.
3. Completed signatures page
To be eligible to apply:

• Must be a registered UTK graduate student (not graduating prior to travel) in good standing
• Must be traveling within the next travel period
• Must be going to a conference/event to present original research
• Must be able to cover a 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 Online Application

http://gss.utk.edu/travel-awards/
CONFERENCE INFORMATION

Travel Start Date

Travel End Date

Conference Name *

City

State / Province / Region

Country
Location

- **International**
  - Includes Alaska and Hawaii

- **National**
  - States NOT adjacent to TN

- **Regional**
  - States adjacent to TN

- **Local**
  - Within the state of TN
1. Invitation
    • You were specifically asked to present by someone in the event’s governing body

2. Peer-reviewed
    • You submitted a proposal that was reviewed and accepted

3. Open Call
    • Anyone can pay a registration fee and attend
You MUST submit your abstract

Title of Contributed Work *

Presentation Abstract *

Please provide an abstract (no more than 250 words) describing your conference submission. Allowed file extensions: txt, rtf, doc, docx.

Choose File  No file chosen
What is the format of your presentation?*

- Paper presentation
  - You’re presenting original work in the form of a paper/talk

- Poster presentation
  - You’re presenting original work in the form of a poster

- Panel presentation
  - You’re presenting original work as part of a panel

- Other presentation
  - An explanation is required of the applicant
Are you the primary author of the work? *
- Yes
- No

Are you the primary presenter of the work? *
- Yes
- No
You MUST submit proof of acceptance OR submission

Has your presentation been accepted? *

- Yes
- No

Proof of Acceptance or Submission *

Please provide proof that your presentation has been accepted, or that you have submitted an application and are awaiting acceptance. Allowed file extensions: jpg, png, tiff.

Choose File No file chosen
You MUST submit proof of acceptance OR submission

• Submit the letter or email from the event confirming your involvement
• If acceptances have not been issued yet, submit the letter, email, screenshot, etc. of your submission to the conference/event
• Failure to prove you are presenting at an event OR awaiting a decision results in automatic rejection
FINANCIAL NEED

List the expenses for which you are personally responsible. For example, consider that the total cost to stay in a hotel while traveling to a conference is $100. If you are personally responsible for paying the full cost of the hotel, record $100 for Lodging. If you share the hotel room with another person and you personally pay only $50, record $50 for Lodging. If you are receiving additional funding from your department, college, or other external sources, please report this information in the “Funding Sources” section. DO NOT deduct additional funding from your anticipated expenses, even if additional funding is meant to cover a particular portion of your anticipated expenses. Please round all expenses to the nearest US dollar.

must be a non-refundable, economy ticket

Airline Ticket

e.g., train, taxi, rental vehicle, etc.

Ground Transportation

please use the standard mileage rate of $0.47 per mile

Fuel for Ground Transportation

Vehicle Parking

Conference Registration

Lodging

Total

$0.00
Your share of costs

• Estimate the cost of all GSS-coverable expenses
  • E.g. flight, hotel, 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
You MUST declare any non-GSS funding sources

<table>
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<tr>
<th>FUNDING SOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Funding</td>
</tr>
<tr>
<td>College Funding</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

If you do not know your department OR college funding amounts, just leave blank
APPLICANT CERTIFICATION

I, the Applicant, certify that I have read and understand the terms, conditions, and requirements of the Graduate Student Senate Travel Award Application. I understand that the total travel funding received from all university and/or other sources may not exceed my total expenses for this travel event. I also understand that I must report all departmental, college, and/or external funding associated with this travel to the Graduate Student Senate. I further understand that I am required to provide proof of attendance before being reimbursed.

**Applicant Certification**

- I, the Applicant, certify that the information stated in the application is accurate.

Please type your full name. *

The Application Signatures Page will be sent to the UTK email address you provided. It is the Applicant’s responsibility to ensure that the Application Signatures Page is signed and delivered by the appropriate deadline, even when classes are not in session.

**Deliver your completed Application Signatures Page to:**

Applicants in the College of Arts and Sciences: Office of the Dean of Arts and Sciences, 312 Ayres Hall

Applicants in the College of Education, Health, and Human Sciences: Office of the Dean of EHHS, 337 Claxton

Applicants in all other colleges: Office of the Dean of Students, 413 Student Services Building
The Signatures Page

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**Graduate Student Senate Travel Awards Application**

**APPLICATION REQUIREMENTS**

I understand that the following items must be submitted for Award consideration:

- A completed application received by the deadline. Applications submitted after the deadline will be rejected.
- An abstract (less than 250 words) describing the submitted presentation. The uploaded file must be one of the following extensions: txt, rtf, doc, docx.
- Proof of presentation acceptance or submission at the specified conference. The uploaded file must be one of the following extensions: jpg, png, tif. A screenshot of a confirmation letter or email is acceptable. You are no longer required to attach a note of explanation if you are awaiting acceptance.
- An Application Signatures Page bearing the signatures of the Applicant, the Applicant's advisor, the head of the Applicant's department, and the dean of the Applicant's college. Applications missing any of these signatures will be rejected.

**APPLICANT INFORMATION**

First Name
Kelly

Last Name
Rooker

Address
THIS IS A TEST
Test, TN 37909
United States

UTK Email
krooker@vos.utk.edu

College
Arts and Sciences

Department
Mathematics

**CONFERENCE INFORMATION**

Travel Start Date
10/01/2015

Travel End Date
10/08/2015

Conference Name
THIS IS A TEST

Conference Location
Test, TX
United States

Application Procedure
Peer Review

Title of Contributed Work
THIS IS A TEST

Presentation Abstract

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**What is the format of your presentation?**

Paper

**Are you the primary author of the work?**

Yes

**Are you the primary presenter of the work?**

Yes

**Has your presentation been accepted?**

Yes

**Proof of Acceptance or Submission**

• Image-1.jpg

**FUNDING SOURCES**

Other
$100.00

**APPLICANT CERTIFICATION**

Applicant Certification
I, the Applicant, certify that the information stated in the application is accurate.

Please type your full name.
Kelly Rooker

Order

<table>
<thead>
<tr>
<th>Product</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline Ticket</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Conference Registration</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
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**Total** $400.00
APPLICANT'S CERTIFICATION

I, the Applicant, certify that I have read and understand the terms, conditions, and requirements of the Graduate Student Senate Travel Award Application. I understand that the total travel funding received from all university and/or other sources may not exceed my total expenses for this travel event. I also understand that I must report all departmental, college, and/or external funding associated with this travel to the Graduate Student Senate. I further understand that I am required to provide proof of attendance to the Graduate Student Senate before being reimbursed.

Applicant Signature: ___________________________ Date: ___________________________

I, the Advisor, claim the information stated in the application is accurate.

Funding From Advisor: ___________________________

Advisor Signature: ___________________________ Date: ___________________________

I, the Department Head, claim the information stated in the application is accurate.

Funding From Department: ___________________________

Department Head Signature: ___________________________ Date: ___________________________

I, the College Dean, claim the information stated in the application is accurate.

Funding From College: ___________________________

College Dean Signature: ___________________________ Date: ___________________________

Applicant is to Deliver Application Signatures to:

Applicants in the College of Arts and Sciences: Office of the Dean of Arts and Sciences, 312 Ayres Hall
Applicants in the College of Education, Health, and Human Sciences: Office of the Dean of EHHS, 337 Claxton Complex
All other students: Office of the Dean of Students, 413 Student Services Building

It is the Applicant's responsibility to ensure that the application materials are signed and delivered by the appropriate deadline, even when classes are not in session. Applications that must first be delivered to the College of Arts and Science or the College of Education, Health, and Human Science will later be delivered to the Office of the Dean of Students by those colleges. Applicants in all other colleges should contact the college regarding if the Applicant or the college will deliver the application to the Office of the Dean of Students.
There are FOUR signatures required

- 4 Signatures required:
  - Applicant
  - Applicant’s advisor
  - Applicant’s department head
  - Applicant’s college dean
How do award decisions get made?
Where does your application go?

College of Arts and Sciences
College of Education, Health, & Human Sciences
A&S
Or
EHHS
Dean of Students Office
Graduate Student Senate
All other colleges
The GSS Travel Awards Committee meets within one week of the 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
Summary of Ranking Criteria

- Location of Event (4 points)
  - International (4)
  - National (3)
  - Regional (2)
  - State (1)

- Submission Procedure (3 points)
  - Invitation (3)
  - Peer-reviewed (2)
  - Open Call (1)

- Student’s Role (3 points)
  - Paper Presentation (3)
  - Poster Presentation (2)
  - Panel/Other Presentation (1)

- Primary Presenter (1 point)
  - Yes (1)
  - No (0)

- Primary Author (1 point)
  - Yes (1)
  - No (0)
Decision Notifications

• All decision notifications are sent via email
  • This notification will be sent to the same email address where you received your signatures page

• Only the applicant receives a decision notification
  • If the department needs a copy of the decision, the applicant must provide it
Common Reasons for Rejection

- Online application and/or signatures page submitted after the GSS deadline
- Incomplete application
  - Missing one or more signatures
  - Missing a relevant abstract
  - Missing proof of submission OR acceptance
- Financial need already met
- Not presenting original research
- Any questions? Contact gsstravel@utk.edu!
How do I get reimbursed?
Proof of Travel

• Receipts are required in order to receive reimbursement
  • Airfare, lodging, gas, parking, registration, etc.

• Alternatively, you can book your travel ahead of time through World Travel
  • Or contact your department to see if an advance reimbursement is possible

• Per diem expenses are not covered
  • E.g. entertainment and meals
Reimbursement

- Submit your GSS acceptance letter and all 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 typically within a month
## GSS Travel Award deadlines

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Questions?

http://gss.utk.edu/travel-awards/
gsstravel@utk.edu