**Graduate Student Senate Travel Awards Application**

The Graduate Student Senate Travel Awards are in place to support graduate students to travel for the purpose of presenting original work at conferences.

We strive to make a difference for graduate students but must also balance this with the goal of funding as many travel requests as possible. Only one award is allowed per graduate student per academic year. Every effort shall be made to complete the review process in a reasonable amount of time following the closing of the application cycle. Once initial decisions are made, final approval is subject to the advice and consent of the Dean of the Graduate School. Applicants will be notified of funding decisions via email. Notifications are generally sent within four weeks of submission.

To submit an application, please fill out the following form. As part of the application process, you will need to collect electronic signatures from your advisor, department head, and the head of your college. It is your responsibility to ensure that each of these individuals completes their electronic signature by the deadline.

In order for your application to be complete, it must be submitted with all signature by no later than 5:00 p.m. on the day of the application deadline. If you have any questions about the GSS Travel Awards Application, please contact [gsstravel@utk.edu](mailto:gsstravel@utk.edu). Some colleges may have earlier deadlines for processing. Check with your college for the deadline.

*APPLICATION REQUIREMENTS*

Graduate Student Senate Travel Awards are announced three times per year, roughly coinciding with the major academic terms. The purpose of these awards is to promote the University of Tennessee by exposing the broader academic community to the quality of students and research conducted at the University. A committee of graduate students and/or university administrators will review all applications and make final award determinations.

The following criteria must be met for Award consideration:

* The applicant must be an enrolled graduate student (master, specialist, professional, or doctoral) in good academic standing.
* The applicant must not have received Award funding during the academic year (September 1 through August 31) for which funding is being sought.
* The applicant’s travel must be for the documented purpose of delivering a scholarly presentation or participating in comparable activity (e.g., presenting original art, performance pieces, etc.) at a professional meeting, with preference being given to those presenting at national and international meetings.

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.
* Proof of presentation acceptance or submission at the specified conference. A screenshot of a confirmation letter or email is acceptable.
* The electronic signatures of 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.

*AWARD NOTIFICATION*

Regrettably, the GSS Travel Awards Committee is unable to fully fund all applications in a given cycle, but every effort is made to award those applicants for whom these funds can make a determining difference in the cost of travel. The allocation of an Award is in no way a comment on the merit of the pool of applicants’ research. Awards must exceed $99, and priority is given to those applicants who demonstrate a financial need in order to engage in a significant academic activity. If funding from the GSS will not decisively affect the applicant’s ability to attend the targeted conference, the applicant should refrain from applying.

After the application deadline has passed and all applicants’ eligibility has been checked by the Office of the Dean of Students, the GSS Travel Awards Committee will meet to determine which applications will be funded. After all funding decisions have been made and reviewed by the Dean of Students, the applicant will receive notification of his/her award status via email. Award decisions are typically provided within four weeks after the application deadline.

By applying for an Award, the applicant authorizes the Graduate School and/or Office of the Dean of Students to release any and all academic and disciplinary records to the membership of the GSS Travel Awards Committee for purposes limited to review of the application. Further, the applicant certifies that the information provided on this application form is true and accurate to the best of the applicant’s knowledge.

*PROOF OF ATTENDANCE*

The Award will be distributed in the form of a reimbursement. Applicants who receive funding from the GSS must provide proof of attendance at the conference or meeting prior to receiving a reimbursement. Acceptable proof of attendance includes: travel ticket(s) (airline or other transportation), the conference agenda or registration confirmation, and acceptable travel receipts (i.e., hotel, gas, and parking receipts).

Please familiarize yourself with the University of Tennessee Policy on Travel (<http://policy.tennessee.edu/fiscal_policy/fi0705/>) and speak with your departmental office staff about additional requirements before you travel.

*ADDITIONAL INFORMATION*

The Graduate Student Senate webpage for Travel Awards (<http://gss.utk.edu/travel-awards/>) provides the review process that the Travel Awards Committee uses to evaluate applications. The page also provides a workshop presentation that details how to submit a successful application.

**Personal Information**

First Name:

Last Name:

Address:

UT E-mail Address:

Department:

College:

**Conference Information**

Travel Start Date:

Travel End Date:

Conference Name:

Conference Location:

Application Procedure: *(Choose one.)*

The application procedure refers to the conference or meeting's submission and acceptance process.

* Invitation Only: The most prestigious meetings of a governing body or membership of a discipline. Participants in these conferences are requested by invitation to present or participate, and are not required to submit proposals subject to peer review.
* Peer Reviewed: Formal meetings of a membership of a discipline. Participants in these conferences must submit abstract proposals of their research, which are subject to peer review prior to acceptance.
* Open Call: Informal meetings of the membership of a discipline. Participants in these conferences are not required to submit abstract proposals prior to the meeting or are guaranteed acceptance by submitting an abstract.

Title of Contributed Work:

Presentation Abstract:

What is the format of your presentation? *(Choose one.)*

The format of the presentation refers to the applicant's level of participation at the conference or meeting. If "Other", the applicant must fill another acceptable role at the targeted meeting. These may include, but are not limited to: a presentation of original art, musical/theatrical performances, attending workshops, etc. A brief explanation of the role is required.

* Paper Presentation: A student in this category must present an oral commentary on a paper or other original research before a formally assembled audience at a scheduled event.
* Poster Presentation: A student in this category must present a paper or research data in the form of a poster.
* Panel Participant: A student in this category must serve as a recognized member of a discussion panel. These roles are typically defined as discussants, panel chairs, section chairs, commentators, etc.
* Other

Are you the primary author of the work?

* Yes
* No

Are you the primary presenter of the work?

* Yes
* No

Has your presentation been accepted?

* Yes
* No

Proof of Acceptance or Submission: *(Requires upload.)*

**Financial Need**

Estimate below how much you intend to spend in each of the following categories. Please note that these awards do not support per diem for meals.

Airline Ticket: *Must be a non-refundable economy ticket.*

Ground Transportation: *For example: train, taxi, rental vehicle, etc. DO NOT include mileage.*

Number of Miles for Auto Travel: *This value should include round-trip travel; reimbursement amount will be determined based on the university's mileage rate.*

Vehicle Parking:

Conference Registration:

Lodging:

**Funding Sources**

Department Funding:

Department Head Electronic Signature:

College Funding:

College Dean Electronic Signature:

Advisor Funding:

Advisor Signature:

Other:

**Application Certification**

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

Type your name as an electronic signature to verify that the information provided is, to the best of your knowledge, accurate. Misrepresentation of any kind may result in the forfeiture of your award.

YOU ARE NOT DONE YET!

A complete application MUST include funding and electronic signatures from the applicant's advisor, department head, and college dean. Without all three signatures, the application will be immediately rejected. It is the applicant's responsibility to forward the Google Forms response email to their advisor, department head, and college dean to obtain their signatures AND to ensure that all three electronic signatures are obtained by deadline.

You may copy and paste the following text into the email you forward to your advisor, department head, and college dean.

TO ADVISOR, DEPARTMENT HEAD, AND COLLEGE DEAN: To add a signature, click "EDIT RESPONSE" at the top of the forwarded "Google Forms" email and edit only the applicable section. You will be able to see the applicant's responses to all questions; please DO NOT edit these responses.

You should receive notification of our decision within four weeks.