**Graduate Student Senate**

**Professional Development Travel Award**

**2019-2020**

**Mock Application** *– You may use this document to prepare for the application and present it to faculty members as needed. The GSS does not accept applications via email or hardcopies. Please go to gss.utk.edu/pdtravel to find the proper application (Google Form). Email* [*gsspdtravel@utk.edu*](mailto:gsspdtravel@utk.edu) *if you have any questions about the application process.*

Name:

UT Email Address:

Department:

I have the completed signature page scanned and it is ready to be uploaded. [Yes/No]

**Information about the Workshop**

*Describe the workshop that you will be attending. As stated in the informational document, a "workshop" is defined as "a variety of professional development opportunities including, but not limited to, workshops to develop skills not taught in courses at the university, field research experiments to collect data or observations, laboratory visits to learn how to use field-specific equipment not at the university, and trips to archives whose materials cannot be accessed remotely."*

Name of Workshop:

Website of Workshop:

Who is the workshop sponsored by?

Location:

Starting Date of Workshop:

Ending Date of Workshop:

Describe the workshop in which you intend to participate. Indicate the expected level of participation in the workshop, including a percentage or hourly estimate as to how much active participation will be required of attendees. (250-1,000 words)

Describe how this opportunity is relevant to your studies and how it will have a positive impact on your professional development. Discuss how there are no similar opportunities at the university. (250-1,000 words)

**Budget & Funding**

*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.*

Cost of Registration:

Cost of Air Travel:

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.):

Cost of Lodging:

What is the total amount of funding that you are receiving from other sources? (This includes the host of the workshop, grants, your advisor, your department, etc.) If you are not receiving any other funding, please enter "0".

**Verification**

Upload a scanned copy of the Signature Page. Please ensure that all parties have signed this form.

[Upload Button]

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.

[Type Name]