

**SUNY College of Environmental Science and Forestry (SUNY-ESF)
Graduate Student Association (GSA) Senate
Fall Travel Grant Guidelines (2022-23)**



Purpose

The purpose of the travel grant is to provide support for graduate student travel incurred while presenting original work. The travel grant is intended to enhance graduate student education through a presentation of research in conferences and seminars. The grant is designed to cover costs associated with such travel.

Travel Grant Application

Students can submit a travel grant application for the trip between September 1st, 2022 and April 30th, 2023. The due dates for the travel grant application for the academic year 2022-23 are:

Semester	Due dates for application
Fall 2022	December 10th, 2022 by 11:59 pm

Availability of Funds

Each recipient will receive a maximum of **\$200.00** based on their submitted budget. The grants may be adjusted based on the submitted budgets, the number of applicants, and the availability of funds.

Eligibility

To qualify for a grant, the **conference must take place between the time period applications are called for the semester and must be completed before the end of the travel period.** Any SUNY-ESF graduate student that is enrolled for at least 1 credit hour and progressing toward a graduate level degree can apply. No preference is given based on student degree program or seniority. Students who graduate prior to the end of the travel period are eligible to apply. Only one travel grant may be received each academic year. Funding may only be requested for one conference or seminar.

Ph.D. Students may receive up to three travel grants while at ESF whereas master's students may receive up to two travel grants.

Funding under Travel Grant

The grant can be used to cover travel-related expenses when presenting scholarly research at local, national, or international conferences and scientific meetings, specifically for graduate students presenting their original research either as a poster or oral presentation. Seminars and workshops must

be standalone events (as opposed to affiliated with a conference) to be eligible for the funding. If your travel does not clearly fit into one of these categories, please contact the [Grant Committee Chair](#).

Grant money can be used to **fund mileage, airfare, rental cars, and accommodations**. Mileage rates can be found at the ESF Office of Business Affairs (<http://www.esf.edu/business/travel.htm>).

Expenses not funded under Travel Grant

Travel grant cannot be used to cover food, field trips, parking, or other supplementary expenses. It cannot be used to fund travel conducted prior to October to fund travel to conduct research. Expenses incurred as part of research may be fundable through GSA Research Grant. The Grants and Awards Committee may reject any application if the travel is not intended for the presentation of results or career building activities. Please contact the Grant Committee Chair for questions regarding travel expenses and their eligibility for approval.

Submission Method

All application forms **must** be submitted electronically to gsa.esf@gmail.com. PDF files are strongly encouraged to avoid incompatibility between PC/Mac platforms. Documents should be submitted as **one file**, with the signed application form scanned and made into **PDF format**. PDF files can be merged using the following website: www.pdfmerge.com.

Application Requirements

A travel grant application **MUST** include these components to be eligible for funding:

- 1. Application Form:** The applicant must download the “Travel Grant Application” form from the GSA website and complete all the required fields.
 - All responses must be **typed** in the downloaded document using the autocomplete form (except for the signatures).
 - The signatures of the applicant and the applicant’s academic advisor must be handwritten. Both signatures are required for the form to be considered complete.
- 2. Budget:** The applicant **must** provide a single page, a tabular budget for the entire trip. The budget should list all the expenses and the applicant should indicate which items would be funded by the grant. The GSA Travel Grants can be requested to fund items that are directly related to travel expenses. Examples include airfare, ground transportation, hotel accommodation, and gas. The budget should be detailed and provide the sources for the price quotes. Any funding from other sources should be noted in the budget with a list of items that will be covered by these funds. Example sources of other funding sources include advisor’s funds, department/college funds, and other grants/awards.

Budgets must closely follow the format and layout of the Example Budget available on the GSA Travel Grants web page. Budget compliance and clarity is a key component for submission acceptance.

- 3. Documentation of Acceptance:** The applicant must provide documentation of acceptance to present at the specified conference or attend the specified seminar/workshop. Examples of official documentation include a letter/email of acceptance of a presentation, a similar document for registration for a seminar, or a copy of the conference program listing the presentation.

If official acceptance has not yet been received by the deadline for Travel Grant applications, the applicant can still submit the grant application. However, funding will not be dispensed until documentation is provided.

- 4. Notifications:** Once the grants have been decided, the travel grant applicants will be notified via email whether they have been awarded the grant or not.

Criteria for Awarding Travel Grants

The GSA Travel Grants are awarded by merit, need, and diversity of the research topics. Each applicant has an equal chance to be a recipient of a travel grant. All completed applications received by the deadline will be reviewed by the GSA Grants and Awards Committee each semester. The Committee does not evaluate conferences or seminars for merit. The awardees will be chosen until funding is exhausted. If there is funding remaining, more applications will be drawn and awarded based on the availability of funds. *No selection by the Grants & Awards Committee will discriminate, or promote any form of discrimination, on basis of race, gender, religion, national origin, age, disability, sexual orientation, marital or veteran's status in any program, activity, or service* (GSA, bylaws).

Reimbursement process

The GSA Travel Grants are awarded as soon as possible following the notification of the award. The travel should be conducted before the recipients submit their proof of travel documents. The documents required for the reimbursement include a final report (see the details below) and proof of travel documents such as original receipts for the airfare, accommodation etc. The mileage can be reported by submitting a copy of the conference or meeting agenda and a State Travel Expense Worksheet found at the ESF Office of Business Affairs (<http://www.esf.edu/business/travel.htm>).

Each recipient **must** submit the required documents electronically to gsa.esf@gmail.com as soon as their travel is complete. Fall awarded grants **not claimed by May 2023 will be forfeited.**

Reimbursements may take 4-6 weeks depending on the Business Office located in Bray Hall.

Final Report

Each recipient **must** submit a final report with the proof of their travel documents. Refund requests lacking the required documents will not be processed for reimbursement. The report should include:

- A cover-page
- A brief report detailing the conference, seminar, or workshop and how this experience benefited the recipient professionally (1-page maximum).

- A complete tabulated final budget (using example budget format) for the actual cost of travel. This should include: how GSA money was spent; other sources of funding that were utilized; how much out of pocket expenses were incurred.

Please note that failure to provide proof of travel expenditure documentation and the final report can result in (but is not limited to) a ban from all future GSA grants and awards and a formal notification to your advisor and the department chair.

Grants and Awards Committee

Contact Information	
GSA Vice President of Grants and Awards/Chair of the Grants and Awards Committee	
Anindita Paul	apaul05@syr.edu
Grants and Awards Committee Members (until further notice)	
Shayan Mirzabeigi	smirzabeigi@esf.edu
Makayla Ann Light	mlight@esf.edu