

# ESF GRADUATE STUDENT ASSOCIATION TRAVEL GRANT GUIDELINES



*Administered through the Graduate Students  
Scholarship Excellence Program*

## 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

The GSA has apportioned funds from the student activity fees collected in order to provide travel grants. Students can apply for funding to support travel associated with presenting original work each semester as follows:

- Fall: the cycle covers work that will take place between *September 1 and February 28/29* of the applicable academic year
- Spring: the cycle covers work that will take place between *March 1 and August 31* of the applicable academic year

## Availability of Funds

Recipients of a travel grant are eligible to receive a maximum of **\$500** based on their submitted budget. Students may submit only one application per grant cycle. Research costs must be incurred within the aforementioned time frame to qualify for reimbursement.

## Eligibility

To qualify for a grant, the **travel 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. Only students who graduate prior to the end of the travel period are ineligible to apply. Only one travel grant may be received each academic year. Funding may only be requested for one conference or seminar.

Travel Grants aim to cover expenses incurred during presentation of **original research** by graduate students in the form of poster, oral or exhibit presentations in conferences, seminars, symposiums etc., nationally or worldwide (exemptions include virtual events). Travel Grants will cover registration fees,

transportation costs, lodging and limited per diem incidentals. Prospective applicants will submit a complete application including a summary of the research being presented and a detailed budget outlining all the potential funding sources and the amount being requested from GSA. If presentations include exhibits such as models, designed machines and projects then schematic representations may be requested.

The grant may not be used to fund graduate students attending professional development seminars and workshops at conferences even if the student is **presenting their research**. If your travel does not clearly fit into one of these categories, please contact the [gsa@esf.edu](mailto:gsa@esf.edu).

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>).

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

### **Expenses NOT funded under Travel Grant**

Travel grants cannot be used to fund travel conducted prior to the expressed grant cycle periods listed above or to fund travel to conduct research.

Expenses incurred as part of research may be fundable through a GSA Research Grant. The Grants and Awards Committee will reject any application if the travel is not intended for the **presentation of original research**. Please contact [gsa@esf.edu](mailto:gsa@esf.edu) for questions regarding travel expenses and their eligibility for approval.

### **Submission Method**

Submit completed applications to [gsa@esf.edu](mailto:gsa@esf.edu). Please include in the subject, the words **'Grant Application'** followed by the type of grant application, semester and name of applicant. For example, Grant Application: Travel\_F24\_Jon Doe Rae. This will ensure your application does not get overlooked.

### **Application Requirements**

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

1. **Application Form:** The applicant must use the most current form of the Travel Grant Application. This can be downloaded from the GSA website.
  - a. All responses must be **typed** in the document; documents can be signed electronically.
  - b. Applications must be signed by both the student and their advisor 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 as indicated in the section on eligibility.

- a. 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.**

1. **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 workshop, 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.

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

### **Criteria for Awarding Travel Grants**

All applications will be reviewed by a committee formed by GSA Senate members shortly after the submission deadline. Identifying information (name, degree, advisor, department) will be removed from the application before being reviewed by the committee. Applications will first be reviewed for completeness by the Chairperson for Grants & Awards. Priority will go to students with the strongest applications and who are not funded on assistantships.

Students will be notified of their awards at least one week prior to the beginning of the Spring Semester following the application cycle.

### **Reimbursement Process**

Once an application is selected for funding, the Grants & Awards Committee will determine the amount of funding based on the budget included in the application. The award amount may be adjusted based on available funds, and items not in compliance with GSA requirements will be removed from the award. Travel Grants is administered through reimbursements meaning that the student will incur costs prior to receiving the awarded funds. Grant awardees **must** submit receipts for any items to be reimbursed along with a signed copy of the GSA Reimbursement Form to trigger the reimbursement process.

Recipients should submit their final report, receipts and other relevant documentation, and a completed Reimbursement Form by the stipulated deadline in order to claim their award. At least two notifications will be sent to awardees with outstanding reports and unclaimed funds. **If the award is not claimed by the deadline for submission of reports, it will be forfeited.**

### **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 will result in funds being withheld.**