



Graduate Student Association Travel Grant Guidelines

Administered through the Graduate Students Scholarship Excellence Program

Purpose

The GSA Travel Grant supports ESF graduate students in presenting their original research at conferences, seminars, or workshops. For more information, see the **Eligible Activities** section below.

Availability of Funds

The GSA has funds available for the **Fall 2025 – Spring 2026** period. Students may apply for funding for travel taking place between **September 1, 2025 – May 10, 2026**.

- **Application deadline: November 15, 2025**
- **Maximum request per student: \$500**

The GSA distributes funds across multiple applicants; some requests may only be partially funded depending on the number of submissions received.

If you have not yet received an official acceptance or registration letter for your activity, you should still submit your application by the deadline. Please clearly state this in your application, then forward the missing documentation to the GSA as soon as it becomes available. Only acceptance/registration documentation may be submitted after the deadline; all other required documents must be included in the initial application.

Eligible Activities

The Travel Grant may be used to cover expenses directly associated with travel to present scholarly research, including airfare, mileage, rental cars, registration, and accommodations. Eligible activities include presenting original research as a poster or oral presentation at local, national, or international conferences, as well as attending seminars or workshops where the student is actively presenting their work. Travel grants cannot be used for food, parking, or attending activities where the student is not presenting their work (see Professional Development Grant). Travel undertaken primarily to conduct research, rather than to present research, is not eligible (see the Research Grant).

All travel funded through this grant must take place between **September 1, 2025, and May 10, 2026**.

If you have questions about eligibility email gsa@esf.edu and/or ikrsteska@esf.edu.



Student Eligibility

All currently enrolled graduate students at SUNY-ESF are eligible to apply. Applicants must be in good academic standing at the time of application and throughout the duration of the funded activity. Applicant must be presenting original work.

Submission

Applications must follow the official document posted for each grant program and include all required components, including a detailed budget. Incomplete applications will not be considered. Completed applications should be submitted electronically as a single PDF document to the Graduate Student Association at gsa@esf.edu by the published deadline. Late submissions will not be accepted.

Selection Process

Applications will be reviewed shortly after the submission deadline by the GSA Grants and Awards Committee in collaboration with ESF faculty. All identifying information such as name, degree program, advisor, and department will be removed before review to ensure fairness. Proposals are first screened for completeness and then evaluated for content. If the number of applications exceeds available funds, proposals will be ranked based on the strength of the application and the applicant's assistantship funding status. Priority will be given to students who submit strong proposals and who are not currently supported by assistantships.

Award Determination

Once funding has been approved, the committee will determine the final award amount based on the budget submitted with the application. Items that do not comply with GSA requirements will be removed from the award. In order to distribute funds equitably, GSA distributes funds across multiple applicants; some requests may only be partially funded depending on the number of submissions received.

Reimbursement

Awards are issued as reimbursements. Recipients must submit receipts for all GSA-funded expenses along with a final report before reimbursement will be processed. Reports and receipts should be submitted as soon as possible, ideally within two weeks of the activity's completion, to expedite processing. Reimbursements may take four to six weeks to be issued through the Business Office in Bray Hall. **Any awards not claimed by May 30, 2026, will be forfeited.**



Final Report Requirements

Recipients must submit a final report electronically to gsa@esf.edu before reimbursement will be processed. Failure to provide the required report and documentation may result in delayed or denied reimbursement.

Your report must include:

- A cover page
- A brief report detailing the conference, seminar, or workshop and how this experience benefited the recipient professionally (1 page maximum, not including budget).
- **Budget report:** A complete tabulated budget (using the example budget) including:
 - How GSA funds were spent
 - Other funding sources used
 - Any out-of-pocket expenses
 - Receipts for all purchases,

If mileage has accrued, it can be reported by submitting State Travel Expense Worksheet found at the ESF Office of Business Affairs <https://ogs.ny.gov/procurement/trip-calculators>