



REQUIREMENTS FOR THE GRADUATE TRAVEL AWARD

IMPORTANT INFORMATION

Deliver Application To:

Office of the Dean of Students, 413 Student Services Building

Application Deadline:

September 1 by 5:00 p.m.

January 15 by 5:00 p.m.

April 15 by 5:00 p.m.

Travel Dates:

Fall: September 1 - January 14

Spring: January 15 – April 14

Summer: April 15 – August 31

OVERVIEW OF GSS TRAVEL AWARDS

Graduate Student Senate (GSS) Travel Fund 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, faculty, and university administrators will review all applications and make final award determinations.

Due to the highly competitive applicant pool, Graduate Travel Awards are only granted to graduate students presenting original work at the most prestigious national and international conferences – the level of prestige to be noted by the applicant’s advisor. In order to qualify for funding, applicants must demonstrate that they are a primary author and/or presenter at the conference in question and have personally contributed creative work to that meeting, i.e., personally authored a paper, commented on other scholars’ work, etc. The only recognized exception to this policy is if a local or regional conference is the preeminent scholarly meeting for a specific discipline.

DESCRIPTION OF CRITERIA

Conference Scope is given by one of the following descriptions. By North America, we shall mean the United States, Mexico, or Canada.

- **Regional:** A meeting of a scholarly society at the state or regional level with participants from a small geographic region, e.g., a Southeastern sectional meeting or a state meeting of a scholarly society.
- **National:** A meeting of a scholarly society held within North America with participants largely from North America.
- **International:** An international conference is either a conference that occurs outside of North America or occurs in North America. Such conferences must attract participants that are largely from countries outside of North America.

Prestige Descriptions:

- **Most Prestigious:** “Most Prestigious” conferences are a formal meeting of the governing body or membership of a discipline, broadly recognized as the preeminent forum for presenting scholarly work in the discipline. “Most Prestigious” conferences typically have “closed” or “invitation only” presentation policies and require some peer review before accepting speakers, posters, and panelists.
- **Prestigious:** “Prestigious” conferences are “working” meetings of the governing bodies for a given discipline or other meetings of scholars therein. “Prestigious” conferences typically have “open” or “call” presentation policies and require little, if any, peer review before accepting posters, and some peer review before accepting speakers or panelists.

Use the following definitions as a guide when your Advisor selects “Student’s Role at the Conference”:

- **Paper Presentation:** The student presents his or her original research before a formally assembled audience at a scheduled event.
- **Poster Presentation:** The student presents his or her original research in poster form before a formally assembled audience at a scheduled event.
- **Panelist Participant or Commentator:** The student has been invited to participate on a panel or debate team, or will be delivering prepared commentary on another’s research before a formally assembled audience at a scheduled event.



THE UNIVERSITY of TENNESSEE

APPLICATION RULES AND REQUIREMENTS

The following criteria *must* be met for an application to be considered:

- The Applicant must be an enrolled graduate student (master's, specialist's, professional, or doctoral) in good academic standing to be eligible.
- The Applicant must not have received previous Travel Award funding during the current academic year (September 1-August 31).
- The Applicant's travel must be for the documented purpose of delivering a research presentation or participating in comparable activity at a professional meeting, with preference being given to those presenting at national and international meetings.
- Applications must be completely filled out *and received* by the deadline for consideration.
- The Applicant should only submit an application for the next upcoming travel period, i.e., if the Applicant is applying for the Fall travel period, then the Applicant should only submit an application after the Summer application deadline. Graduate students may apply for travel funds each semester, but may receive funding *only once* per academic year (September 1 – August 31).
- All applications *must* bear the signatures of the student's advisor, the head of the student's department, and the Dean of the student's college. Applications missing *any* of these signatures will be automatically rejected.
- All students, except those in the College of Arts and Sciences, *must* submit their application to the Office of the Dean of Students (413 Student Services Building) by the final deadline. Students in the College of Arts and Sciences *must* submit their application to the Office of the Arts and Sciences Dean (24 Alumni Memorial Building) at least *one week prior* to the final deadline. *Applications submitted after the deadline will be rejected.*

The following items *must* be submitted for Award consideration and/or reimbursement:

- A completed application including all signatures (student, advisor, department head, and dean) is required for the application to be processed,
- An abstract (50-100 words) describing the presentation, and
- A copy of a letter of acceptance or conference program with the presentation highlighted. If the Applicant has not been notified of their acceptance prior to the application deadline, please attach a note explaining that the Applicant is awaiting acceptance.
- In order to be reimbursed for expenses, applicants who receive funding will be required to present all receipts from their travels to their department, along with proof of conference attendance and/or presentation, e.g., an abstract, summary, or page from a conference bulletin.

COMMENTS ON APPLICATION AWARD NOTIFICATION PROCEDURES

Due to limited funding, we are unable to award more than \$500 per conference. Since only a small number of applicants are awarded funding in a given cycle, applicants who are authorized funding but do not utilize their award limit the capability of other applicants to receive funding. Therefore if the maximum award in addition to other support will not make a determining difference in your ability to attend your targeted conference, please avoid submitting an application.

After the application deadline has passed and all applicants' eligibility has been checked by the Office of the Dean of Students, the GSS Travel Fund Committee will meet to determine which applications will be funded. After all funding decisions have been made and reviewed by the Dean of Students, you will receive notification indicating your award status. If you have received an award, this notification will also include instructions for submitting proof of travel and expenses. Award notification is typically made about four weeks after the application deadline.

By applying for GSS Travel Funds, a student authorizes the Office of the Dean of Students to release any and all academic and disciplinary records to the membership of the Travel Fund Award Committee for purposes limited to review of the Student's application. Further, an applying student certifies that the information provided on the Application Form is true and accurate to the best of the student's knowledge.

PROOF OF ATTENDANCE

Those selected to receive a travel award must provide proof of attendance at their conference or meeting *prior* to being reimbursed.

Acceptable Proof of Attendance:

- Copy of the travel ticket(s) (airline or other transportation).
- Provide a copy of the conference agenda and registration confirmation.
- Provide acceptable travel receipts, i.e. hotel bill, gas and parking receipts.

GENERAL APPLICATION INSTRUCTIONS

- All fields *must* be typed with the exception of the Advisor Information, Additional Funding Information, and Applicant's Certification sections.
- After typing all information, print, sign, and date the form. Check to make sure that *every* field is filled out; incomplete applications will be rejected.
- Submit the form for review and signature by your advisor, department head, and college dean *in that order*. Be sure to ask your college whether you are expected to submit the form personally; some colleges will do this for you, others will not.
- Make sure the application reaches the Office of the Dean of Students (413 Student Services Building) before the application deadline.



THE UNIVERSITY of TENNESSEE

GRADUATE TRAVEL AWARD APPLICATION

Applications must be submitted by the application deadline.

APPLICANT INFORMATION

Family or Last Name: _____ Given or First Name: _____
NetID: _____ Phone: _____ E-mail Address: _____
Address: _____ Apt #: _____ City: _____ State: _____ Zip Code: _____
College: _____ Department: _____

CONFERENCE INFORMATION

Conference Name: _____
Dates: _____ Location: _____
Conference Scope: Regional National International
Are you the primary author? Yes No Are you the primary presenter? Yes No Has the presentation been accepted? Yes No
Presentation Title: _____
Co-authors, if applicable: _____

EXPENSE INFORMATION

Table with 3 columns: Expense Category, Total Cost, Your Share. Rows include AIRLINE, AUTO, FUEL, LODGING, REGISTRATION, PARKING, TAXI/OTHER TRANSPORTATION, and TOTAL EXPENSES.

Under the "Total Cost" column, list the total amount that will be spent for each category. Under the "Your Share" column, list the amounts for which you are personally responsible. For example, if you stay in a hotel while traveling and the total cost of the hotel is \$100, record \$100 for Lodging in the Total Cost column. The portion that you will contribute toward the total cost of the hotel will be "Your Share." If you are personally responsible for paying the full cost of the hotel, record \$100 for Lodging in the Your Share column. If you share the hotel room with another person and only personally pay \$50, record \$50 for Lodging in the Your Share column. If you are receiving additional funding that is not allocated toward a specific aspect of your trip, please include that amount in the Additional Funding Information section of the application. Do NOT include general funding in this portion of the form. Additionally, if you receive funding from your College or Department (even if that funding is allocated toward a specific expense, i.e. Registration), please include that amount in the Additional Funding Information section of the application. For example, even if your Department covers the cost of the registration fee, you should list the total cost of the registration fee in the Total Cost and Your Share columns and then include the amount that your department is covering in Department Funding in the Additional Funding Information section of the application.

APPLICANT'S CERTIFICATION

I understand that the total travel funding received from all university sources may not exceed my total expenses for this travel event. I also understand that I must report all departmental, college, and/or outside funding associated with this travel to the Graduate Student Senate. I further understand that I am required to provide proof of event attendance to the Graduate Student Senate before being reimbursed.

Applicant Signature: _____ Date: _____



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GRADUATE TRAVEL AWARD APPLICATION

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Please do NOT type the following information. Please PRINT clearly and legdeably with blue or black pen.

APPLICANT INFORMATION

Family or Last Name: _____ Given or First Name: _____

NetID: _____ E-mail Address: _____

ADVISOR INFORMATION (To be completed by the Applicant's Advisor)

Name: _____ Phone: _____ E-mail Address: _____

Department: _____ Title: _____

Conference Prestige: Most Prestigious _____ Prestigious _____

Most Prestigious: "Most Prestigious" conferences are a formal meeting of the governing body or membership of a discipline, broadly recognized as the preeminent forum for presenting scholarly work in the discipline. "Most Prestigious" conferences typically have "closed" or "invitation only" presentation policies and require some peer review before accepting speakers, posters, and panelists.

Prestigious: "Prestigious" conferences are "working" meetings of the governing bodies for a given discipline or other meetings of scholars therein. "Prestigious" conferences typically have "open" or "call" presentation policies and require little, if any, peer review before accepting posters, and some peer review before accepting speakers or panelists.

Student's Role at the Conference: Paper Presentation _____ Poster Presentation _____ Panelist Participant or Commentator _____

Other (Please explain fully and print): _____

Paper Presentation: The student presents his or her original research before a formally assembled audience at a scheduled event.

Poster Presentation: The student presents his or her original research in poster form before a formally assembled audience at a scheduled event.

Panelist Participant or Commentator: The student has been invited to participate on a panel or debate team, or will be delivering prepared commentary on another's research before a formally assembled audience at a scheduled event.

On a scale of 1 to 5 with 1 being the least involved and 5 being the most involved, please rate the student's overall involvement at the conference:

1 (least overall involvement) 2 3 4 5 (most overall involvement)

By signing, I certify that I have personally completed the "Conference Prestige" and "Student's Role" fields, and that they are accurate to the best of my knowledge.

Advisor Signature: _____

ADDITIONAL FUNDING INFORMATION (To be completed by the Applicant's Department Head and College Dean)

By signing, I certify that my College or Department will fund the Applicant's travel at the stated level, and no higher. (Please fill out all areas)

Department Funding Amount: _____ Department Head Signature: _____

College Funding Amount: _____ College Dean Signature: _____

Additional Funding/Outside Sources: _____