**Travel Grant Application**

GRADUATE AND PROFESSIONAL STUDENT SENATE

TRAVEL GRANTS COMMITTEE

**PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION.**

**What is a Travel Grant?** In an effort to help improve graduate and professional student life at the University of Washington, the GPSS Travel Grants Program contributes funds to qualifying individuals’ travel expenses for active conference participation in the US and abroad. This is done not only in an effort to facilitate and promote the intellectual and professional development of graduate and professional students at the University of Washington, but also to encourage mutually beneficial interaction among students and GPSS senators. GPSS travel grants further contribute to the strengthening of the University and its increased prominence in the greater scholarly community through the broadening of students’ personal and academic development through exposure to the work of others elsewhere. Students whose conference participation might otherwise be unfunded, have strong academic credentials and are making fair progress towards their respective degrees are encouraged to apply. The amount of funding awarded will be based on conference location, with typical awards being $300 for domestic conferences and $500 for international conferences. The committee reserves the right to make individual award adjustments based upon the expressed need of both an individual applicant or the applicant pool as a whole.

**Eligibility** UW (Seattle) graduate and professional students currently enrolled and in good academic standing may apply for this travel grant. **Applicants must have a cumulative GPA of 3.2 to be considered**. Active participation (presenting a paper or poster, chairing a session or panel, etc.) at an academic conference is mandatory and proof of acceptance is required with this application (see below).

Students may apply for this grant up to one term prior to the scheduled date of the conference event, or during the term in which the conference event will occur. **Applications for conferences that have already occurred will not be accepted.** Students may not apply for funding if their conference/event will occur before the application deadline, and only one application per conference event/presentation is permitted. Though students may apply only once per conference event, students may apply as many times as they like during their UW student career for different events/presentations. Students may only receive GPSS travel funding once every three years (with a maximum of two awards during one’s UW student career).

**The Application**

The following items are all required for an application to be considered complete.

*Applications missing any component listed below will not be considered for funding.*

1. Completed Travel Grant Application (this form) with the following attachments:
2. Unofficial Transcript (to verify proof of enrollment and minimum GPA of 3.2)
   1. Note: if you do not yet have any final grades from UW, please include your transcript from your previous institution AND your unofficial UW transcript
3. Conference Acceptance Letter or Email
4. Faculty Recommendation Form (Note: you are responsible for ensuring your faculty recommender returns the form to GPSS)

**The Applicant is responsible for ensuring all components of the application are received by the GPSS Budget Director via email (**[**gpssbudg@uw.edu**](mailto:gpssbudg@uw.edu)**) no later than 11:59 PM on the deadline. Late applications and applications missing any component will not be accepted.**

**Personal and Conference Information**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Name | |  | | | | | | | | | |
| Department and Program Affiliation | | | | | |  | | | | | |
| Enrollment Year | | |  | | | | Expected Graduation Year | | | |  |
| Email Address |  | | | | | | | | | | |
| Campus Mailing Address | | | |  | | | | | | | |
| Conference Location | | |  | | | | | Conference Date | |  | |
| Conference Title | | |  | | | | | | | | |
| Title of Paper/Poster/Work | | | | |  | | | | | | |
| Have you been accepted by the conference to participate? | | | | | | | | | Yes       No | | |

**Department Information**

**Note: For this section, please include the information for your department or program administrator who will facilitate the budget transfer of funds. Furthermore, a UW Budget number is required for the disbursement of funding to grant recipients through their department or program. GPSS will transfer the funds into this account, and the department will make the final transfer to the student for their conference travel. The number will be in the format of XX-XXXX and is available from your administrator. For any questions regarding this information, please email the GPSS Treasurer at gpsstres@uw.edu.**

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| --- | --- | --- | --- | --- |
| Administrator Name |  | | Administrator Email |  |
| Administrator Mailbox |  | | Administrator Phone |  |
| UW Budget Number (XX-XXXX) | | - | | |

**Conference Financial Information**

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| Have you applied in the past for GPSS Travel Grant funding? | | Yes       No |
| Have you ever been awarded GPSS Travel Grant Funding? | | Yes       No |
| If so, when? |  | |

*Section continues on next page.*

**Conference Financial Information continued**

|  |  |
| --- | --- |
| For your conference, please estimate the **total cost of travel/airfare**: |  |
| For your conference, please estimate the **total cost of lodging**: |  |
| For your conference, please estimate the **total cost of food/other expenses** (Note: GPSS funding cannot be used to pay for food or drink – this is for informational purposes only): |  |
| For your conference, please report the **total cost of registration**: |  |
| **Total Estimated Cost of Attending the Conference (sum of above values):** |  |

|  |  |
| --- | --- |
| Please report any other funds you have received or expect to receive (with a high level of certainty) to attend this conference. List their sources and amounts below. | |
| Source of Funding: | |
| Expected Amount: | |
| Source of Funding: | |
| Expected Amount: | |
| Source of Funding: | |
| Expected Amount: | |
| **Total Funding Expected from Other Sources (sum of above values):** |  |

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| --- | --- |
| Do you have any other outstanding applications for funding for this conference? If so please list those applications and the amount for which you have applied. | |
| Source of Funding: | |
| Requested Amount: | |
| Source of Funding: | |
| Requested Amount: | |
| Source of Funding: | |
| Requested Amount: | |
| **Total Funding Requested in Outstanding Applications (sum of above values):** |  |

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| --- | --- | --- |
| Do you expect to incur costs or receive funding not included in the above information? If so, please explain below and provide the dollar value. | | |
| **Additional Costs or Funding (Please indicate if this is a cost or funding source)** | |  |
| **Explain** |  | |

**Conference Financial Information continued**

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| **In your response, please provide an answer to all of the following questions:**  How critical is this grant to your participation at this conference event? Do you have travel funding allocated to you as a part of your student funding package? Have you consulted with and been funded through your department/program or other sources for this conference? Would you consider paying for this event out of pocket? (maximum 450 words) |
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| How many conferences have you actively (presented paper or poster, chaired session, etc.) participated in during the past 12 months? |  |
| ***If applicable:***  How many of the conferences that you have participated in during the past 12 months were substantially funded by your lab, program, college, UW or other external (that is, non- personal) funding sources? |  |

*Application continues on next page*

**Student Self-Assessment**

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| In non-specialist language, please describe the work you will present to this conference. The Travel Grant award committee is composed of students from many different departments and backgrounds. Being able to understand your work is key to their decision-making process as they read and score dozens of applications. (maximum 200 words) |
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| Please provide a detailed explanation of why this experience will be of high value to you as a graduate student. (maximum 300 words) |
|  |

*Section continues on next page*

**Student Self Assessment continued**

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| One quality this committee views favorably is community outreach. How do you intend to benefit your community once you return from this conference? If possible, emphasize specific discrete community outreach goals that go beyond your course of study and/or research. (maximum 300 words) |
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| Please include an additional statement related to your work, the conference, or your application below. (maximum 200 words) |
|  |

This is the end of the written form of the application. Please remember to additionally submit:

1. Unofficial transcript, and
2. Conference acceptance letter/email

Also remember to have your faculty recommender submit their Faculty Recommendation Form.

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