



Graduate Research Travel Grants

Grant Application

Deadline for Fall: October 15

Deadline for Spring: February 15

Georgia College & State University graduate students are encouraged to apply for Graduate Research Travel Grants to support the costs (conference fee, travel, and accommodations) associated with the *presentation* of their own original scholarship at professional academic conferences.

Students seeking funds to support *attendance* at academic conferences in the field of study should apply through the SGA student travel fund.

Mail or Deliver Completed Applications to:

The Graduate School at GCSU
Parris Story
Campus Box 107
Milledgeville GA 31061

Applicants may hand-deliver completed applications to: The Graduate School office in Parks Hall, Suite 108.

Graduate Research Travel Grants will be made in the following category:

Grants will be awarded that support student presentations of original scholarship or research conducted with a faculty mentor at professional academic conferences (international, national, regional, and state-level) in the student's discipline.

There is a maximum of \$750 per grant for conference fees, travel, and accommodations. Incomplete applications will not be considered. Only students who have not received funding in the past are eligible to apply.

The GRTGs program offers two funding cycles, fall and spring, each academic year. Graduate students may apply for and received funding in only one cycle per academic year. Students are eligible to reapply again in subsequent academic years. Applicants must be currently enrolled to apply and received funding.

Reimbursement Requirements

Reimbursement will be distributed for student expenditures once all documentation has been received and approved. All documentation must be delivered to The Graduate School within 14 business days (Monday-Friday) of the end of the conference or end of research trip as noted in grant application.

1. A three-to-five page reflection on the conference experience is due within 14 days of the end of the conference or research trip.
2. Travel expense report complete with receipts and a copy of the agenda/program of event if the grant is used to present at a conference or the completion date of the research trip in the grant application.

Evaluation Criteria Based on Student Abstract and Faculty Letter

Application Requirements:

- 1) Confirmation student work has been accepted for presentation at a conference, if applicable
- 2) Student originality of scholarship (i.e., research or creative activity)
- 3) Contribution of the scholarship to the discipline or profession
- 4) Presentation reflects student's familiarity with relevant literature and techniques
- 5) Budget includes clear justification of expenditures

Name	Department
Phone Number	Email
Faculty Sponsor	
Presentation Title	

Institutional Research Board Approval Required: Yes No
Institutional Research Board Approval Received: Yes No

Application must include the following:

The presentation or project abstract

Proof that work has been accepted for presentation, if applicable

Curriculum Vita

Dates of conference or proposed research trip

Brief description of conference (what organization, dates and location)

Budget proposal: Please list other funding sources for this project

Faculty sponsor letter of support

By my signature, I have provided the Georgia College Graduate Research Grants Committee with complete and accurate information.

Applicant _____ Date _____

By my signature and supporting letter of support, I have read this student's Program Statement and I endorse this grant application.

Faculty Sponsor _____ Date _____

Department Chair _____ Date _____

Graduate Research Travel Grant Proposed Budget

Applicant Name _____ Department _____

Local Address _____

Conference Name & Date _____

List All Anticipated Expenses

Please include a copy of a document verifying expenses, e.g. airline, hotel, or conference registration.

Also include any other funding you'll be using, e.g. department support, SGA funds, etc.

Proposed Expenditure	Approved Business Purpose (transportation, housing, registration)	Amount
Total Proposed Expenses		\$
Note: Maximum Grant Funding \$750		Approved Amount

Other Funding Sources	Amount

For Committee Use:
Application received:
Reflection/Expenses Received:
TES submitted to Financial Services: