

Travel Grants

Instructions for Applying

There are two types of travel grants graduate students may apply for: “presenting” and “attending.” Students applying for Presenters grants must be listed as first presenter or author for the presentation. This usually signifies the person who most contributed to the text/ presentation. The first author/first presenter is listed first when multiple authors/presenters are credited with a project/ text. For presenting grant applications (maximum reimbursement of \$300), students must submit a completed application form and a photocopy of original conference acceptance letter or email naming them as first author/ first presenter to GSC (see address at right) by the due date.

Students receiving funding from their departments should use one expense voucher (<http://www.admin.mtu.edu/acct/pdf/TravelExpense.pdf>). with the account number and amount to be charged from the dept. Completed expense vouchers need to be submitted with original receipts attached.

Attending grants with a maximum reimbursement of \$150 do not require conference presentation or acceptance, but do require an advisor's signature.

Return Applications to:

GSC President
c/o Graduate School
411 Admin Building
Michigan Tech
1400 Townsend Dr.
Houghton, MI 49931

Requirements

Travel grant drawings must be held at either a General Council meeting or an Executive Board meeting to which all representatives are invited to attend. At either venue, a minimum of 8 GSC members must be in attendance, 6 of which must be Executive Board members. For any graduate student to be eligible to receive a travel grant she/he must satisfy the following requirements:

1. Presenting grant applicants must provide a copy of the letters or emails designating that your paper has been accepted at the conference. Acceptance letters must indicate that student is the primary author and/or presenter. Applications without this letter/email will be disqualified.
2. Students must not have received a travel grant in either of the two previous Semester drawings.

3. Applications must be on time, no exceptions
4. Travel grants are for reimbursement of approved travel expenses only.
5. Applicant's home department must have satisfied the GSC representative attendance requirement:
 - For Summer and Fall eligibility, any given department must have at least one voting representative present at all but two general council sessions the previous Spring.
 - For Spring eligibility, any given department must have at least one voting representative present at all but two general council sessions the previous Fall.

Reimbursement

The GSC announces all travel grant winners each term in the minutes of the council session in which grants were awarded. GSC representatives will disseminate this list via email to their respective departments. Winners need to submit a completed travel expense voucher (this must be signed by your department chair), receipts of qualifying expenses, and a brief letter to the GSC describing how attendance or presentation at that particular conference furthered their career or education to the GSC at The Graduate School, Room 411, Admin Bldg.

Application Deadlines

Travel Grants are always due Fridays at 5pm, during the weeks noted below for Fall, Spring, and Summer terms. A total of 11 presenting and 2 attending grants are available in summer. A total of 23 presenting and 2 attending grants are available in each of the Fall and Spring semesters. Drawing are typically held the Monday following the deadline.

Fall	5pm on Friday of 6 th Week
Spring	5pm on Friday of 6 th Week
Summer	5 pm on Friday of 9 th week

Presenting Travel Grant Drawing Procedure:

All applicants that haven't received a travel grant from GSC in the past two travel grant drawings are eligible. Applicants are separated into pools as follows:

- a. Those who have never presented at a conference before,
- b. Those that have presented at a conference before but have never received a GSC travel grant, and
- c. All other eligible applicants.

Less than or equal to 25% of the available grants will be awarded to applicants chosen randomly from those that fall into pool (a). Less than or equal to 25% of the available grants will be awarded to applicants chosen randomly from those that fall into pool (b). And greater than or equal to 50% of the available grants will be awarded to applicants chosen randomly from those that fall into pool (c). All applicants that fall into pool (a) or (b) that are not drawn from their original pool will be entered into the next corresponding pool for that drawing. The same holds true if there are more grants available in a pool than applicants.

Frequently Asked Questions (FAQ)

Q: Who's eligible?

A: If applying for a presenting grant, grad students who are the first author/first presenter of the paper. Attending grants are open to all grad students attending a conference. Students who have received a travel grant in one of the last two semesters are not eligible.

Q: What do I need to submit as proof of acceptance?

A: An email or copy of a letter from the conference organizing committee stating that your paper/abstract has been accepted for presentation. If you are applying for a conference at which you've already presented, you can submit a copy of the program that includes the session and your abstract.

Q: I have documentation stating that my abstract was submitted. Is this enough?

A: Unfortunately, no. You'll need to submit proof of your acceptance in the form of a letter or email with a contact we might contact in order to verify your acceptance.

Q: My advisor is out of town, can someone else sign it instead?

A: If possible, arrange for your chair to send an email to the GSC president directly (to his or her MTU account). If that is not possible, the signature of the department head is also acceptable, as long as it is noted it is the head signing in the advisor's absence.

Q: How does the drawing actually work?

A: Presenting travel grant drawings are based on a distribution system that gives preference to those students that have not yet been to a conference and to those that have not received a travel grant from the Graduate Student Council before (see GSC Resolution 05-05). Attending grants are not drawn by preference.

Q: What is the reimbursement procedure?

A: You need to fill out a travel expense voucher from accounting. These forms can be found at: <http://www.admin.mtu.edu/acct/pdf/TravelExpense.pdf>. This needs to be filled out in its entirety, with all original receipts attached, and the signature of your department chair.

Q: Do I need to reference an account number for the travel expense voucher?

A: No. This will be handled in the approval process.

Q: I've turned in my travel expense voucher. How long do I have to wait to receive my check?

A: The GSC president reviews all expense vouchers. Once approved by GSC, vouchers are submitted to the Travel Department and processed. This process may take up to two weeks. If you are missing information, we'll let you know via email and send back your voucher.

Q: I submitted my voucher a good while ago and haven't received a check. What should I do?

A: Contact the GSC treasurer first. Several things may have happened. 1) Sometimes, the travel grants don't get processed immediately. 2) Expenses you've listed may not be eligible. In this case, accounting sometimes sends the vouchers back to the department, not GSC. In either case, we will help track down the problem.

Graduate Student Council Travel Grant Application

Program Information:

The Graduate Student Council (GSC) annually administers these travel grant drawings made possible by funding from the Graduate School. They are intended to help subsidize graduate student participation in professional and scholarly conferences. These funds are only intended to be an additional source of funding; applicants are highly encouraged to seek out additional funds from departments and other sources.

Applicant Information:

Name: _____ Advisor: _____
Student ID#: _____
Email: _____
Department: _____

- (1) Have you ever presented at a conference before? Yes No
(2) Have you ever received a GSC travel grant before? Yes No

Conference Information:

Name: _____
Location: _____
Dates: _____

Are you presenting at or attending the conference? Presenting Attending
What are you presenting? Paper Poster
Paper/Poster Title: _____

Applicant

As the applicant in this drawing, I certify that I have read and understand the GSC Travel Grant policy and that the information I have provided is correct. I also certify that I have not already obtained full funding for this travel.

Signed: _____ Date: _____

Advisor

As the applicant's advisor, I certify that the student intends to present at/attend the aforementioned conference, that the student does not have full funding available for this travel, and that the student's answer to question number 1 is correct.

Signed: _____ Date: _____