



## THE UNIVERSITY of TENNESSEE

### REQUIREMENTS FOR THE GRADUATE TRAVEL AWARD

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#### IMPORTANT DATES

- Application Deadline:** Tuesday, September 1, 2009 by 5:00 p.m.  
**Travel Dates:** September 1, 2009 – January 14, 2010  
**Deliver Applications To:** Office of the Dean of Students, 413 Student Services Building
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#### APPLICATION 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 degree) 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 following items *must* be submitted for Award consideration:

1. A completed application form including all signatures (student, advisor, department head, and dean) are required for the application to be processed.
  2. An abstract (50-100 words) describing the presentation; and
  3. A copy of a letter of acceptance or of the conference program with the presentation highlighted.
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#### AWARD NOTIFICATION

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 whether each application will be funded. After all funding decisions have been made and reviewed by the Dean of Students and the Dean of the Graduate School, you will receive an email indicating that the notification letter has been sent via U.S. Mail indicating your award status. If you have received an award, this letter will also include instructions for submitting proof of travel and expenses. Award decision letters are typically mailed about four weeks after the application deadline.

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#### 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:**

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



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### GRADUATE TRAVEL AWARD INSTRUCTIONS

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.

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#### APPLICATION RULES

- 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, regardless of whether the student receives funding from his or her department or 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 forms 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 forms to the Office of the Arts and Sciences Dean (24 Alumni Memorial Building) at least *one week before* the final deadline in order to insure timely processing. ***Applications submitted after the deadline will be rejected as untimely.***
  - Applicants who receive funding will be required to present all receipts from their travels, along with proof of conference attendance and/or presentation (e.g., an abstract, summary, or page from a conference bulletin).
  - 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 such student's knowledge.
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#### GENERAL APPLICATION INSTRUCTIONS

- All fields on the form must be **typed** with the exception of the Advisor Information, Additional Funding Information, and Applicant's Certification sections. Because the form can be filled out electronically, ***no handwritten applications will be accepted.***
  - 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 September 1, 2009 at 5:00 p.m.
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#### SPECIFIC APPLICATION INSTRUCTIONS

Use the following definitions as your guide when selecting "Conference Scope":

- **Regional:** Regional conferences attract scholars from relatively small geographic areas. For example, Southwestern, Northeastern, etc. conferences are considered regional conferences.
- **National:** National conferences attract scholars from across the United States and, possibly, from a limited number of neighboring countries and territories such as Canada, Mexico, and the British Virgin Islands.
- **International:** International conferences are defined in two ways. First, the conference occurs outside of North America, or second, it occurs inside the United States where institutions from countries outside North America will be participating.

Use the following definitions as a guide when your Advisor selects "Conference Prestige":

- **Most Prestigious:** "Most Prestigious" conferences are formal meetings 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 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:** A student in this category must present an oral commentary on a paper or other research before a formally assembled audience at a scheduled event.
- **Poster Presentation:** A student in this category must present a paper or research data in poster form.
- **Panelist Participant:** A student in this category must be on a panel or debate team and actively participate in the discussion.
- **Standing Committee Member:** A student in this category has been elected or nominated to serve on a standing committee for a professional standing committee affiliated with the conference.
- **Invited Panel Participant:** A student in this category must be invited to serve on a panel or debate team that actively participates in the discussion.
- **Workshop:** A student in this category must be conducting an interactive workshop.



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GRADUATE TRAVEL AWARD APPLICATION

Return to the Office of the Dean of Students, 413 Student Services Building. Applications must be submitted by Tuesday, September 1, 2009 at 5:00 p.m.

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: State/Local 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 are 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.



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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 meetings of the governing body or membership of a discipline, broadly recognized as the preeminent forum for presenting scholarly work in the discipline.
Prestigious: "Prestigious" conferences are "working" meetings of the governing bodies for a given discipline or other meetings of scholars therein.

Student's Role at the Conference: Paper Presentation Poster Presentation Invited Panel Participant Panel Presentation
Standing Committee Member Workshop Other (Please explain fully and print): \_\_\_\_\_

- Paper Presentation: A student in this category must present an oral commentary on a paper or other research before a formally assembled audience at a scheduled event.
Poster Presentation: A student in this category must present a paper or research data in poster form.
Invited Panel Participant: A student in this category must be invited to serve on a panel or debate team that actively participates in the discussion.
Panelist Participant: A student in this category must be on a panel or debate team and actively participate in the discussion.
Standing Committee Member: A student in this category has been elected or nominated to serve on a standing committee for a professional standing committee affiliated with the conference.
Workshop: A student in this category must be conducting an interactive workshop.

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: \_\_\_\_\_

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: \_\_\_\_\_