

GSC TRAVEL GRANTS

plaza.ufl.edu/romara/gschome.htm

GSC is pleased to offer a growing number of travel grants to UF students. These \$250 reimbursement-based grants may be used to cover travel-related expenses for presenting research or other scholarly work at a professional conference. You must be the sole person presenting this work at the conference. Reimbursement may cover conference registration, transportation, and lodging, but not food, entertainment, or purchases made on department Pcards. Due to the high volume of applications and limited funding, we allocate these grants on a first-come, first-serve basis (based on a monthly allotment) to students whose academic departments are in compliance with the [GSC Constitution](#). To verify whether your department is in compliance, please contact your [Department Representative](#). Each student from compliant academic departments is eligible for one travel grant (or [research grant](#)) per fiscal year (July 1 to June 30). Recipients of GSC travel grants are expected to present their research at the annual [GSC Interdisciplinary Research Conference](#).

Grants Available* (last updated 04/23/09)

***Month is determined by first date of travel.**

Fiscal Year 2008-2009

April 09 – 0 grants remaining

May 09 – 0 grants remaining

June 09 – 0 grants remaining

Fiscal Year 2009-2010

July 09 – 35 grants remaining

August 09 – 35 grants remaining

September 09 – 35 grants remaining

October 09 – 35 grants remaining

November 09 – 67 grants remaining

December 09 – 35 grants remaining

January 10 – 35 grants remaining

February 10 – 35 grants remaining

March 10 – 60 grants remaining
April 10 – 35 grants remaining
May 10 – 35 grants remaining
June 10 – 35 grants remaining

Overview of Application Process

1. An interested student will visit the Graduate Student Council (GSC) website and read information about the travel grant program including eligibility and application instructions.
2. At least 30 before the first date of travel, the student will download an application, complete all requested information, and email it to the GSC Grants Committee.
3. Within 7 days of receiving the email submission, the GSC Grants Committee will review the application and reply to the applicant. If the applicant is eligible and funding is available, the GSC Grants Committee will send a congratulatory email to the applicant with instructions to complete a Student Acquisition Request (SAR) form online.
5. Within 7 days of receiving the congratulatory email, the applicant will submit the requested SAR form online for at least \$250 worth of expected travel expenses. The SAR form will automatically be emailed to the GSC President and Treasurer.
6. Within 7 days of SAR submission, the GSC President and Treasurer will review the SAR form online and approve it if instructions were followed properly. The SAR form will automatically be emailed to the Student Government (SG) Finance Office.
7. Within 7 days of GSC President/Treasurer approval, the SG Finance Office will review the SAR form online and process it if instructions were followed properly. The status of the SAR during this approval process will automatically be emailed to the applicant.
8. After receiving a final approval email from the SG Finance Office, the

applicant will begin making purchases. Within 30 of the last date of travel, the applicant will bring at least \$250 worth of original receipts to the SG Finance Office.

9. Within 14 days of submitting receipts, the SG Finance Office will notify the applicant to pick up his/her \$250 reimbursement check.

10. Within 90 days of notification, the applicant must deposit or cash the check.

Note: If you run into problems with steps 1-5, contact the GSC Grants Committee Chair (Crystal Stephens, crystals@ufl.edu). If you run into problems with steps 6-10, contact the SG Finance Office (Sharon Eldred, seldred@sg.ufl.edu). It is your responsibility to notify the appropriate people if you experience issues with the application process.

Note to Applicants

Keep in mind that the GSC Grants Committee (which consists of volunteer graduate students) reviews roughly 500 travel grant and research grant applications per year. Furthermore, the GSC President/Treasurer and several members of the SG Finance Office handle each application personally. Therefore, it is imperative that you follow all instructions from now until when you pick up your reimbursement check. If you fail to follow instructions exactly, your award may be cancelled. Remember, there are over 12,000 graduate students and only about 500 grants. It has become our policy to make no exceptions to these rules. Finally, please show respect and courtesy to members of the GSC Grants Committee and SG Finance Office who are volunteering their time to make these grants available for students. No one is entitled to this funding. Thank you for your understanding.

Application Instructions

To apply, please download our [travel grant application](#) and complete all requested information. When you have completed your application, save it as

the following name: "Travel Grant - Department Name - First Date of Travel - Applicant Last Name, First Name.doc." For example, see [sample application](#). Attach your application into an email and send it to gscgrants@gmail.com with the same name of the application in the subject of the email. You must submit your application at least 30 days before the first date of travel (although we highly recommend you submit your application several weeks before this). If you do not receive a response within 7 days of submission, notify the Grants Committee Chair (Crystal Stephens, crystls@ufl.edu).

Other Sources of Travel Funding

Aside from GSC travel grants, there are other sources of travel aid available for graduate students. Please consult these [resources](#).

Contact

For questions or comments about GSC travel grants, please contact our Grants Committee Chair (Crystal Stephens, crystls@ufl.edu).