

Travel Awards Application Packet

The Graduate Student Association (GSA) will be providing funds to graduate students enrolled in degree programs to participate in professional development for the 2008-2009 academic year. Activities that will be funded include: presenting research at a conference, attending a conference, and/or gathering data for research. Graduate students must apply for these funds by the deadlines set forth by the GSA. Please return your completed packet to:

**The Graduate School Office
Graduate Student Association
Dept 5305
615 McCallie Avenue
Chattanooga, TN 37403**

**Deadline for completed packet for fall semester travel awards is October 15th, 2008 by 5p.m.
Deadline for completed packets for spring and summer semester travel awards is Friday,
February 13, 2009 by 5p.m.**

Process:

1. Turn completed application and supporting documents into the Graduate School office by the deadline.
2. A complete application packet should include:
 - a. A letter of recommendation from a professor endorsing your research project and your attendance/presentation at the conference
 - b. Conference information(if presenting, please include proof of acceptance of your paper at the conference)
 - c. A current resume
 - d. A completed application form
 - e. If the research involves human participants, please include a copy of your approved IRB form.
 - f. If your conference is out of state, please visit the link provided and fill out the T-18 form to include in the packet
<http://treasurer.tennessee.edu/pdf/t18.pdf>
Failure to submit any of these forms will result in the application being removed from consideration
3. The GSA will review your application and will send a letter indicating award amount within 2 weeks of the application deadline.
4. If awarded money, you must fill out and turn in the Travel request form before you travel
5. After travel has taken place, you need to
 - a. Turn in a completed T6 form to the GSA. This form must be typed and have the proper signatures before approval. All receipts must be turned in with the completed T6 form.
***An important note about receipts: hotel receipts must have recipients name on them, meal receipts must be itemized, mileage forms must be completed if pertinent, and be sure to save any invoices for items purchased for travel research**
 - b. Submit an Awards Report detailing what you did and how you benefitted from your award
 - c. Travel award recipients are expected to present their research at Graduate Research Day.

**Funds will be withheld until items 5a and 5b have been completed.

***Both the T6 and the T18 forms can be downloaded from <http://treasurer.tennessee.edu/>.

Please select the proper form. Please contact the GSA at gsa@utc.edu if you have any questions.

Travel Award Selection Criteria

The Travel Awards are intended to assist graduate students defray the cost of travel for educational and professional advancement. When a graduate student from the University of Tennessee at Chattanooga is invited to present their research at a professional conference, it is an outstanding opportunity for the student's advancement as well as reflecting positively on the prestige of the graduate programs at UTC. Data collection for the purposes of research can be quite costly. Attendance at professional conferences can provide opportunities for networking and career advancement.

The Travel Award should not be depended onto provide 100% of the funding required to attend an event. The applicant should understand they will not receive all of the funding necessary to travel and should make financial plans accordingly. Funding is limited and will be disbursed as determined by a committee consisting of Graduate Student Association Officers.

It is with these situations in mind that the Graduate Student Association proposes the following criteria for the Travel Award.

Consideration for awards will be made with the following priorities:

- 1 First priority goes to students presenting original research at a professional conference.
- 2 Second priority goes to students traveling to obtain data for original research purposes.
- 3 Third priority goes to students wishing to attend a conference.

The following guidelines apply:

- 1 Only graduate students who are currently enrolled in a graduate degree program at UTC can apply for a travel award.
- 2 In the case where a student is a coauthor with another student (from different institution) or a professor, only the UTC student author may seek travel reimbursement through these funds.
- 3 In the case of multiple student authors, overall awards will be reduced to reflect cost sharing.
- 4 If you wish to appeal your award, please submit a written explanation of why you think the award decision should be overturned.
- 5 Please remember to include a statement on how you feel you benefited from the experience with the reimbursement forms.
- 6 Receipts must be turned in with the T6 before reimbursement can be made.
7. The GSA cannot reimburse amounts that exceed the University's set per diem rates. The rates can be accessed at the following link:
<http://web.utk.edu/~to/travel/default.htm>
- 7 Travel award recipients are expected to present their research at Graduate Research Day.

Application

Name: _____

Address: _____

Phone: _____ (daytime) _____ (nighttime)

Email: _____

UTC ID (OneNet Login): _____

Graduate Program: _____

Do you Work on Campus? _____ If Yes, what department? _____

Research/Conference Information

Are you (please circle one): Presenting at a conference

Attending a conference

Gathering data for research (if gathering data, please skip to the supplemental data gathering form on last page).

Name and Dates of Conference/Data

Session: _____

Type of Conference (example: regional, national): _____

Are you presenting: thesis dissertation another project not presenting

Total Estimated Cost of Trip: _____

Amount you are requesting from the GSA: _____

Please give a breakdown of amount you are requesting from the GSA. Please list amounts only For the expenses you wish to be reimbursed for. Please make sure you have looked University guidelines for approved reimbursement costs. The rates can be accessed at the following link:

<http://web.utk.edu/~to/travel/default.htm>

Conference Registration _____

Hotel _____

Travel: Air _____

Car _____

Ground _____

Per Diem (food per day) _____

Other (such as printing costs) _____

Are you receiving any of the following forms of aid (in addition to the funding that the GSA may award you) for the conference/data session?

1. Scholarship: ___ Yes ___ No If yes, how much? _____
From whom: _____

2. Sponsorship: ___ Yes ___ No If yes, how much? _____ From whom:

3. Other UTC Travel Award: ___ Yes ___ No If yes, how much? _____
From whom: _____

4. Other forms of aid: Please describe these forms in detail:

Please tell us why you are attending the conference (professional development, representing your department, participating in a panel discussion, etc.)

Please tell us how you think going to the conference will benefit you both as a student and as future professional.

Student Signature: _____
Date: _____

For GSA use only:

Award Amount: _____

Paper work deadline: _____

Application for Data Collection Travel Award

Note: IF you are using human subjects, please include a copy of your approved IRB application. If you have submitted the application, but it has not yet been approved, please include a copy of the application and the date that you submitted it.

Name: _____

Address: _____

Phone : _____ (daytime) _____ (nighttime)

Email: _____

UTC ID (OneNet Login): _____

Graduate Program: _____

Do you work on campus? _____ If yes, which department? _____

Data Collection Information

Where will you be gathering data?

When will you be gathering data: _____

Does this data relate to: thesis dissertation another project

Total Estimated Cost of Trip: _____

Amount you are requesting from the GSA: _____

Please give a breakdown of amount you are requesting from the GSA. Please list amounts only for the expenses you wish to be reimbursed for. Please make sure you have looked over the University guidelines for approved reimbursement costs. The link for these rates is:
<http://web.utk.edu/~to/travel/default.htm> .

Conference Registration _____

Hotel _____

Travel: Air _____

Car _____

Ground _____

Per Diem _____

Other (please specify): _____

Please give a brief description of your project and tell us the importance of gathering the data at this location. Please include any information that you think might be important for the GSA to know about your project and your data collection efforts.

Student Signature: _____

Date: _____

For GSA use only:

Award Amount: _____

Paper work deadline: _____