



University of Idaho

College of Education,
Health and Human Sciences

EHHS Graduate Student Advisory Committee 2024-2025 Travel Award Application

Applicants are responsible for reading and understanding this information. Please contact GSAC with any questions prior to applying. ehhs-gsac@uidaho.edu

Purpose:

The purpose of the GSAC Travel Award program is to assist graduate students within the College of Education, Health and Human Sciences with funding to be able to travel for purposes related to conferences and/or research thus enhancing the ability of graduate students to pursue various activities and professional development within their fields. Eligible activities are limited to costs associated with conference attendance (registration, poster printing, hotel, gas, airfare, etc.) and travel for research (campus visits with mentors, research retreats, etc.). Preference is given to participatory activities that maximize both the University of Idaho's visibility and the student's potential for professional development. The funding that GSAC can provide, if any, is not designed to cover total expenses; therefore, applicants are encouraged to seek other sources of funding. The maximum award for regional or national travel is \$700/student and international travel is \$900/student.

Eligibility:

Any currently enrolled (part-time or full-time) College of Education, Health and Human Sciences graduate student in good academic standing, is eligible for a GSAC Travel Award. Applicants enrolled during the spring semester and requiring funding during the summer will be considered "regularly enrolled" for the summer session and entitled to award benefits. Participation in GSAC activities, including acting as a committee member, does not enhance or reduce the applicant's chance of receiving an award. Members of GSAC are also eligible but cannot evaluate their own applications.

Applying does not guarantee funding. Students are eligible for one Travel Award per academic year. Costs can be paid up front on behalf of the student or reimbursed after the activities have been completed (see Reimbursement Procedures). Award applications must be individual in nature and content. Group applications will not be considered. When working with a group, every member needs to submit an individual application reflecting their own individual work and costs. Prior to selection, applications are screened to ensure completeness of the packet.

Deadlines:

This award program runs in the fall and spring. Fall applications are due September 20th, November 15th, 2024 and spring applications are due February 14th, and April 4th, 2025. Applications must be submitted to afbrown@uidaho.edu and ehhsfs@uidaho.edu before 5 p.m. PST on the deadline date.

Submission Materials Required:

1. Cover Letter explaining the following:
 - a. Purpose for travel
 - b. Specific plans for travel (i.e. seminars to attend, networking events, agenda for meetings)
 - c. Benefit of attendance
 - d. Anticipated outcome
2. Completed Application
 - a. Include MP and department chair signature

Selection Process and Notification:

Awards will be prioritized to students who have not received prior awards and/or who are presenting at a conference or meeting (in-person or virtually). The committee will first determine if granting partial awards can reasonably accommodate all applicants. Eligible applications not selected may remain eligible for the next award year at the request of the applicant, granting that the application meets the criteria below. Students may apply for the deadline before their travel and the application deadline immediately following their travel. A student who does not receive an award during the submitted grant period may resubmit their Travel Award application.

Depending on the number of applications and funding available, applicants may or may not receive an award or partial award. Incomplete applications, late applications, or those that contain inconsistent or false information will not be reviewed. The committee will review applications and notify applicants of the outcome of their applications within three weeks of the award deadline. If this timeline needs to be extended, the committee President will notify applicants.

If you wish to appeal the committee's decision, you must contact the Graduate Student Advisory Committee at ehhs-gsac@uidaho.edu and send a formal cover letter within two calendar weeks from the application rejection notice explaining why the application should be reconsidered.

Reimbursement Procedure:

All GSAC awards are paid for through reimbursement once the student has paid for travel expenses activity and submits itemized receipts or an agenda (per diem reimbursement) to ehhsfs@uidaho.edu. Receipts for reimbursement must be turned in within sixty (60) days after the purchase was made. Reimbursements can only be made for out-of-pocket expenses (hotel, lodging, transportation, registration) and per diem. No reimbursements will be made for travel expenses purchased with bonus points (e.g., frequent flyer programs), vouchers, or any other form of in-kind payment. Reimbursement is conditional on original confirmable receipts of travel and participation. In cases where an applicant paid only a portion of expenses, such as a hotel room, proof of the applicant's payment must be provided.

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Applicant Information:

Name:	Date:
Graduate student level (circle one): <div style="display: flex; justify-content: space-around; width: 100%;"> Master's Doctorate </div>	Year into program (circle one): <div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 6 7 8+ </div>
Enrollment level (circle one): <div style="display: flex; justify-content: space-around; width: 100%;"> Full-time Part-time </div>	Department:
Email address:	Major Professor:

Please select the purpose of your travel:

- Conference Oral Presenter
- Conference Poster Presenter
- Conference Attendee
- Participant in a workshop or site visit
- Campus/mentor visit
- Research Retreat
- Other

Travel Related Costs:

Travel dates:	Mode of travel (i.e., personal vehicle, flight, etc.):
Travel cost: \$	Lodging cost: \$
Registration fee: \$	Per diem: \$

Please have this application signed by your department chair and major professor to confirm attendance at the event/activity you are requesting funding towards.

Department Chair Signature

Date

Major Professor Signature

Date