

# Graduate Student Association (GSA)

## Travel Award Application Guidelines

Consideration for GSA Travel Awards will **ONLY** be given to graduate students who submit complete application packages and fulfill all requirements stated below. Although every GSA Travel Award application will be given equal consideration, not all applications will ultimately qualify for funding. The GSA Travel Award Grant may fund up to \$400.00 of the total expenses, depending on the extent of travel, out of pocket expenses, departmental contribution, and availability of funds to award.

### Requirements for Receiving a GSA Travel Award

- The completed GSA Travel Award application must be submitted within **one month after** travel for meeting or conference. Applications received after this deadline will not be considered for funding.
- **No funds will be awarded prior to participation in the meeting or conference**
- **Active participation** in the Graduate Student Association (GSA) is required for a graduate student to be eligible for a GSA Travel Award. Due to the limited availability of travel funds, preference will be given to the most active members of GSA. Active participation is defined as attending GSA monthly meetings, volunteering for GSA committees, participation in GSA events such as the Graduate Student Research Symposium, etc. Participation must be demonstrated prior to consideration of an application.
- **Active participation** in a meeting or conference is required for consideration for a GSA Travel Award. Active participation is defined as the presentation of a paper (or poster), serving as a session chair or discussant, and/or serving as an invited panelist member. This program does not fund travel for passive participation, which includes attendance for interviewing or other voluntary activities. In the case of co-authored papers, only the primary author/presenter may receive funding.
- There is no limit to the number of applications that a graduate student may submit per semester; however, applicants can only submit one application per meeting or conference. Complete application packages must be submitted for each application. Also, applicants who have not been awarded previously will receive priority consideration relative to those who have been awarded funds previously.

### GSA Travel Award Application Components:

*All components must be submitted before an application will be considered for funding by the GSA*

- GSA Travel Award application
- Copy of the title page of your manuscript or a copy of your abstract
- Copy of the acceptance/confirmation letter indicating that you will be participating in the meeting or conference
- MSU Travel Authorization & Reimbursement Form (if applicable)
  - **All Travel Authorization & Reimbursement Forms must have appropriate signature(s) from your department**
  - If no MSU funding was used to support travel the MSU Travel Authorization and Reimbursement Form is not required.

**Applications may be hand-delivered to the Office of the Graduate School in 116 Allen Hall or mailed to the address below.** Please direct Travel Award inquiries to the GSA President, please see GSA webpage for updated address (<http://www.grad.msstate.edu/current/orgs/gsa/>), and Ms. Margaret McMullen, GSA Advisor ([mmcmullen@grad.msstate.edu](mailto:mmcmullen@grad.msstate.edu)).

MSU Graduate Student Association  
Attention: GSA President  
PO Box G Mississippi State,  
MS 39762  
Campus Mailstop: 9703

# Graduate Student Association (GSA) Travel Award Application

Name: \_\_\_\_\_ MSU ID Number: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Department: \_\_\_\_\_

Name of Meeting/Conference: \_\_\_\_\_

Conference/Meeting Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

*City, State & Country (if international conference/meeting)*

Conference/Meeting Web Site (if available): \_\_\_\_\_

Type of Participation in Conference/Meeting: \_\_\_\_\_

Title of Manuscript: \_\_\_\_\_

Authors: \_\_\_\_\_

Total Travel Expense: \_\_\_\_\_ (attach receipts)

Please list all sources of funding and amount contributed (attach additional sheet if applicable):

<u>Source</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

Please list all GSA activities you have participated in or plan to participate in this academic year:

<u>Date</u>	<u>GSA Activity</u>
_____	_____
_____	_____
_____	_____
_____	_____

**TRAVEL AUTHORIZATION:** I have read the "Travel Award Application Guidelines," and I certify that the above information is accurate. I give the GSA Travel Awards Committee and/or its representatives the authority to verify any of the information that I have provided.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date