



**Graduate Student Association Travel Awards
Policies, Procedures, and Processes 2020-2021**

**Updated
June 2020**

Article I. Mission

The Graduate Student Association (GSA) Travel Award aims to support professional development of the graduate students in Mississippi State University.

Article II. Calendar Structure

2020-2021 Awards Committee – Travel Awards – Calendar of Events					
Application Season	Travel Period Start	Travel Period End	Application Submission period opens	Application Submission period closes	Notification of a Travel Award
Summer/Fall	5/01/20	12/01/20	8/24/20	12/01/20	12/15/20
Spring	1/04/21	5/07/21	8/24/20	12/01/20	12/15/20

1. There will be two Travel Awards periods throughout the year. Summer 2021 Travel Awards are contingent on the availability of funding and shall be made available at the discretion of the 2020-2021 Graduate Student Association Executive Board.
2. Application periods will open at 12:00 AM of the announced day and close at 11:59 PM on the deadline day as shown above.
3. Students traveling over an interval of time that falls within two Travel Awards periods must apply for the Travel Awards period of **the travel begin date** (the earlier of the two periods).

Article III. Classifications of Travel Award

1. The Graduate Student Association will issue the Travel Award based on the applicant's level of participation in the Graduate Student Association:

Awards:

- a. Worth a *maximum* of \$300.⁰⁰ USD.
- b. Available to applicants who are the primary or lead author or presenter; a co-author/co-creator of the paper, poster, workshop, recital, case competition display, and/or work of art or design but are not presenting; are attending a professional committee meeting as an officer (applicant needs to provide additional proof of membership on committee).
- c. Applicant must have attended and/or participated in at least two general meetings or community/volunteer service activities sponsored by the Graduate Student Association during the application season in order to be considered for this award tier.
- d. Applicants must have participated in either the Three Minute Thesis Competition (3MT) or the Graduate Research Symposium.

2. Travel Awards are not intended for items such as:
 - a. To fund resources those are otherwise provided by the University (e.g. books available through the library, software available through IT).
 - b. To finance typing, copying, or binding of theses or dissertations.
 - c. To pay for individual membership dues for professional organizations or societies.

3. Travel Awards are intended for items such as:
 - a. To fund conference registration fees
 - b. Transportation from the airport to the hotel and from the hotel to the airport during the conference dates
 - c. Lodging during the conference dates
 - d. Airfare to the conference

Article IV. Applying for a Travel Award

Section I. Calendar of Events for Applicants

To apply for the award, please refer to the calendar and rules in Article II for application submission periods and deadline.

Section II. Instructions to the Applicant

1. Applicants will fill out an online application form
2. Application Materials requirements:
 - a. Copy of the title page of your manuscript or a copy of your abstract
 - b. Copy of the acceptance/confirmation letter indicating your participation in the meeting or conference

Section III. Materials Requirement

Please include a) and b) as **one** PDF file saved with the file name format *ApplicationSeason_Year_LastName.pdf* (e.g. Fall_2017_LastName.pdf)

Section IV. Applicant Eligibility

To apply and receive a Travel Award from the Graduate Student Association, the applicant must meet the following eligibility requirements at the time of submission and funds distribution:

- a. Be currently enrolled in a full-time graduate degree program at Mississippi State University at the time of travel (MSU employees are not eligible).
- b. Be in good standing with the University and their academic department.
- c. Have a GPA greater than or equal to 3.00.
- d. Must be an active member of the Graduate Student Association (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 and participation in GSA committees and events).

Section V. Applicants' Right to Privacy

1. Applicants will be required to submit an application with pertinent personal and Mississippi State University Student Directory Information including, but not limited to:
 - a. Name.
 - b. Address.
 - c. Student ID.
 - d. Telephone Number.
 - e. Academic department.

2. The Graduate Student Association Executive Board will be the only person(s) to see the information provided for the purpose of evaluating the applications and contacting grant recipients.

Article V. Winning Applicants

1. In order for the winning applicants to receive their awarded funds, they must understand, accept, and complete the following:
 - a. Submit a photo to be officially recognized on social media and marketing materials as a recipient of a Travel Award and briefly (200 words or less) discuss their travel.
 - b. Provide proof of acceptance and/or attendance to the conference, creative exhibition.
2. Applicants will be notified after the last day of the application period for which they applied as to whether they were selected as a winner of a Travel Award.
3. Travel Award funds will be posted to the winner's Banner account.