

University Travel Grant
GSA - ASUN Fee Allocation Proposal (DRAFT)
A recommendation to the Office of Graduate Studies

The importance of providing graduate students at the University of Nebraska - Lincoln with travel grant opportunities lies in the core foundation of this institution. As a research based institution it is imperative that UNL assist graduate students in reaching their academic goals as they pursue their degrees.

Overview

The proposal that follows is a recommendation by the Graduate Student Taskforce, the Graduate Student Association and the Association of Students at the University of Nebraska (ASUN) to the Office of Graduate Studies on the creation and administration of a University-wide travel grant for students enrolled in graduate-level courses. It proposes the following policies and procedures for a potential university-wide travel grant fund and highlights the application for, granting of, and administration of available travel grants.

Description

We propose that the Graduate Student Travel Grant Committee administered by the Office of Graduate Studies, will distribute awards, not to exceed \$500 and 50% of the students' proposed budget, for students to travel to professional/academic conferences or to pursue their research goals. These Travel Awards are intended to support students who will be presenting papers, posters, or creative work at the conferences they attend. The award committee will consider requests for non-research based travel needs for those students in fields of study that do not require traditional research (Such as MBA, Fine and Performing Arts, Teacher Certification, etc.) Funding is also available for necessary travel expenses to complete research projects. Funds may be used for registration fees, presentation materials, transportation, and lodging/food associated with the conference, workshop, training, competition, audition, or etc.

Eligibility

All applicants must meet the following criteria for consideration.

- Applicant must be a student enrolled in graduate course(s) at the Nebraska-Lincoln at the time of application as well as the time when s/he collects a Travel Fund award.
- A student may apply to more than one deadline per fiscal year. However, an applicant may collect Travel Fund award only once per current University of Nebraska - Lincoln fiscal year (July 1 – June 30).
- Students must have completed at least one semester in their Doctoral, Masters, Bachelors or equivalent degree program (this includes non-degree seeking students).
- Student must be the primary presenter at a conference, the primary researcher on a project or attending for academic-related development in his/her field of study.

- As a presenter at a conference, please provide the following:
 - copy of the invitation
 - a brief written communication (email or letter) from the advisor to confirm that the student will be the primary presenter and that s/he supports the students application for the conference travel grant.
 - an abstract that entails the purpose, significance of the study and the methodology
- As a primary researcher on a project, please provide the following:
 - a brief written communication (email or letter) from the advisor to confirm that the student will be the primary researcher and that s/he supports the students application for the travel grant.
 - an abstract that entails the purpose, significance of the study and the methodology
 -
- For non-research based travel needs please provide the following:
 - a brief written communication (email or letter) from the advisor to confirm that the student's travel will further their academic goals and that s/he supports the students application for the travel grant.
 - An explanation of how the travel experience will further the applicant's academic goals (500 words or less)

Important: If selected to receive a travel grant, the student must agree to submit a summary, up to 300 words, to the Travel Grant Committee within 30 days of the end of travel. The summary should describe the student's educational travel experience, the benefits of his/her trip, and the importance of the grant s/he received. If an applicant fails to comply with this stipulation s/he will not be eligible again until the summary is submitted.

Review and Notification Process

Winners are determined by an anonymous, competitive peer review of the Travel Grant Taskforce, a combined entity of the Graduate Student Association and ASUN. Applicants should note that their applications may not be read by an expert in their field. Award applications should be written with a general academic audience in mind.

1. Applications are checked for completeness and incomplete applications are removed from consideration.
2. Personal identifying information will remain anonymous to the Travel Grant Committee.
3. Applications are anonymously scored by at least 2 and ideally 3 Travel Grant Committee members.
4. Scoring
 - Scores are on a 60-point scale
 - Applications are scored on several factors including:

- impact of the travel on the applicant and both its relevance to the applicant's discipline and broader importance;
 - applicants role in the event or necessity of travel;
 - a well-justified budget;
 - the overall quality of the application;
 - A standardized rubric will be used to rank the applications.
5. Office of Graduate Studies and the Graduate Student Travel Grant Committee will notify award winners by email.

Last Updated 02/06/12