



# Environmental Science and Policy Graduate Student Association



## CONFERENCE TRAVEL AWARD APPLICATION

### I. Applicant Information:

Name: \_\_\_\_\_ G#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Department: ESP  MMB  Other

Degree Sought: MS  PhD  Non-degree

Employment (if applicable): GTA  GRA  Employed outside GMU

Check the application deadline you are applying for: October 30<sup>th</sup>  April 30<sup>th</sup>

Are you a current GMU student? YES  NO

Have you already paid ESP-GSA dues this semester? YES  NO

Conference is 60+ days after the award submission date? YES  NO

**\*\*If you do not meet the 3 requirements above, please consider re-applying during a future semester once these requirements have been met\*\***

Have you previously been awarded an ESP-GSA conference travel grant? YES  NO

If yes, when? \_\_\_\_\_

### II. Conference Information:

Name of Conference: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Type: International  National  State/Local

### III. Level of Participation:

Please indicate your level of participation at the event (mark all that apply):

Paper Presentation  Poster Presentation  Participant/Other

Title of Paper or Poster Presentation or Workshop:

Is your participation confirmed? (Has your abstract been accepted, etc. Not required for submission)

YES  NO

**IV. Estimated Travel Expenses:**

- 1. Conference registration cost: \$ \_\_\_\_\_
- 2. Travel costs:
  - Airfare \$ \_\_\_\_\_
  - Hotel Registration \$ \_\_\_\_\_
- 3. Total estimated travel expenses (line #1 + line #2): \$ \_\_\_\_\_

Attach the above costs as an excel spreadsheet (see [ESP GSA page](#) for a downloadable template).

**\*\*PLEASE NOTE THE FOLLOWING INFORMATION\*\***

- The GSA travel fund will not cover food or car rental. The maximum award amount from the GSA is \$250
- The GSA must get approval from the Student Funding Board (SFB) in order to reimburse travel costs. This process takes a minimum of 60 days. Purchases made before SFB approval are not eligible for reimbursement via the GSA travel grant. Therefore, in order for your expenses to qualify, only list purchases that will not be made for at least 60 days after the application due date and that you are able to wait for GSA confirmation before purchasing

**V. Other Sources of Support:**

I have or expect to receive additional support for my conference travel expenses: YES  NO

If yes, please indicate ALL expected travel support from other sources, indicate if funds are pending or received, and list the approved travel expenses to be supported by the funds:

GMU Graduate Student Travel Fund  
Funds received or pending \$ \_\_\_\_\_

Approved expenses \_\_\_\_\_

Conference Host (organization, association, etc.)  
Funds received or pending \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

Other: \_\_\_\_\_  
Funds received or pending \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

**VI. Supporting documentation—the following materials must be submitted as a single PDF File along with the application:**

- 1. Abstract of poster or paper to be presented not to exceed 500 words.

2. Screenshots of estimated expenses listed in Section IV. Do NOT attach invoices/receipts!
3. Statement of purpose: 500 word (maximum) statement on why this travel is important to the student's academic progress and the significance of the conference.
4. Confirmation of presentation acceptance (letter of abstract acceptance etc.) if you have it.

**VII. By signing this form you agree to comply with the following:**

1. I understand that to be eligible for the ESP-GSA Travel Award, I must have paid my membership dues and be in good standing with the organization.
2. I understand that preference for funding will be given to students who are active in the GSA (e.g. have attended one or more GSA events in the past year).
3. I understand that I am NOT guaranteed funds, as funds are extremely limited. I understand that preference will be given based on the level of participation at the event and the effort made to seek other sources of funding. My application will be reviewed by a panel consisting of the GSA board members and GSA faculty advisor. I understand that any funding awarded may range from the full amount possible to partial funding.
4. I understand that by accepting these funds I am representing the ESP GSA and GMU at this event and will conduct myself in a manner that adheres to the mission of the ESP GSA. If attending a conference after funds have been awarded, I will acknowledge the ESP GSA for the assistance received by including the ESP GSA logo in the Acknowledgements Section.
5. I understand that if my application is funded by ESP-GSA, I will appropriately assist with the travel reimbursement process (submitting receipts, paperwork, etc.) in a timely manner or else funding will not be provided. I will save all relevant receipts (airfare, boarding passes, conference registration, etc.) and submit no more than **five days** after the conference. I understand that I can only be reimbursed for items listed in my application cost estimate.
6. I understand that I am only eligible for ONE travel grant per academic year.
7. I certify that the information provided is accurate to the best of my knowledge, and that I have attached all the required documentation. I understand that failing to provide the required documentation will render my application void.

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Signature of Applicant

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Date

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Signature of Advisor

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Date