

Boston University Graduate Student Organization (GSO) Travel Grant Application Form and Instructions

I. Intent of BU GSO Travel Grants

Funds for Travel Grants have been graciously provided by the Dean of the College and Graduate School of Arts and Sciences and the BU Graduate Student Alumnae. The GSO awards Travel Grants, with a maximum award of \$500.00 each, to ten graduate students per year, or five per semester. These awards are intended to foster BU graduate student participation in conferences and colloquia hosted outside the University.

II. Eligibility Requirements

In order to be eligible for a GSO Travel Grant, you must meet the following requirements:

1. Enrollment in a Boston University Department or Program in the Graduate School of Arts and Sciences with GSO representation. **The GSO representation requirement is considered fulfilled when the applicant's department has sent representation to at least three GSO meetings the semester the applicant seeks a travel award (i.e. wants to submit a travel grant application).** Attendance is determined by records kept by the GSO leadership. See your GSO student representative to make sure your department is eligible. A list of eligible departments is posted on the Travel Grants page of the GSO website.

2. Direct participation in a conference outside of Boston. Direct participation is defined as any of the following:

- Presentation of a paper or poster
- Participation in a discussion panel
- Chairing a discussion or paper session

Merely attending a conference is not sufficient to meet this requirement. Only academic conferences and symposiums are acceptable, not short-courses or research work.

III. Selection Process and Criteria

Applications will be reviewed by a panel composed by the GSO Travel Grants Coordinator. An effort will be made to ensure that the committee consists of members from different departments from the natural sciences, social sciences, and humanities. Please bear in mind that members of the panel are unlikely to be familiar with your particular field of expertise. Providing a general explanation of your work that describes both the work itself and the importance of that work for the field will ensure that your application receives sufficient consideration.

Applications are judged on the merit of the research or project as presented in the application according to the following criteria:

1. Clarity of expression.
2. Significance of participation in the event for professional development.
3. Submission of a reasonable budget.
4. Preference will be given to well developed research topics.
5. The applicant's total travel expenses may be taken into consideration.
6. Preference may be given to applicants that do not have alternate sources of funding.

IV. Requirements for Award Recipients

Note: The following will be required only of award recipients. We ask that you NOT include the following material in your travel grant application:

1. Submission of receipts. Award recipients must submit *original receipts* in a timely manner. If an awardee has already attended the conference at the time when the award decision is made, the awardee must submit receipts *within 1 month of award notification, and no later than June 15*. Failure to do so will result in forfeiture of the award. Otherwise, receipts must be submitted *within one month of the conference*. Be sure to retain copies of the receipts for your own records as we cannot guarantee the return of original receipts.
2. Release of information and photograph to be used in such BU publications as the *BU Bridge*. After attending the conference, awardees may be required to share information about their conference experience and a recent photograph.
3. Submission of *Letter of Invitation* from conference organizers, stating invitation/acceptance to attend this particular conference.

V. Submission deadlines, conference participation dates, and award notification

As of academic year 2009, the GSO will collect travel grant applications and will name award winners in the semester preceding the semester in which the proposed travel will occur. In other words, the GSO awards travel grants in the spring for travel to conferences which take place in the following fall; applications submitted in the fall are for conferences that will be attended the next spring.

Spring 2010 Awards

Trip must be between: January 1, 2010 – June 30, 2010

Deadline for applications: November 15, 2009 (5 p.m.)

Winners will be contacted by e-mail before their names are announced on the GSO website and announced by email. All applications must be emailed as an MSWord attachment to gso@bu.edu, sent from your personal BU account. Submissions received by deadline (due date by 5 p.m.) will receive an email confirmation of receipt within one week.

VI. Application Requirements

In order to ensure impartiality, please do NOT include your name on any pages after the first page of the application. Make sure your BU ID is present in the header of each page for identification purposes and remove your name from the contents of your application. All type must be Times New Roman 12 pt, with double line spacing and 1-inch margins. A complete application must include all of the following elements:

1. Completed application form. Applications missing any required information will not be considered.
2. A copy of the abstract of your poster or paper or a description of the panel or session for which you are a discussant or chair. Abstracts should be limited to one page and can be electronically pasted in the space provided below.

3. A 1-2 page statement that includes an explanation of your work comprehensible to those outside your field and explains the significance of this conference for your professional development. What is your role at the conference? How will this conference help you to reach your professional goals?