Boston University Graduate Student Organization
Travel Grant Application Form and Instructions

I. Intent of BU GSO Travel Grants

Funds for Travel Grants have been graciously provided by BU Graduate Student Alumnae. The GSO awards Travel Grants with a maximum award of $300.00 each to six graduate students per year. These awards are intended to foster BU graduate student participation in conferences and colloquia hosted outside the University by offsetting the cost of conference participation.

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 with GSO representation. See your department representative to make sure your department is eligible.

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, or chairing a discussion or paper session. Merely attending a conference is not sufficient to meet this requirement.

III. Selection Process and Criteria

Applications will be reviewed by a panel composed of GSO Representatives, one faculty reviewer, and one administrator. 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.

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. 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.

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

Please consult the Travel Grants page on the GSO website for submission deadlines. Winners will be contacted by e-mail before their names are announced on the GSO website and on the listserve.
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 top right corner of each page for identification purposes and remove your name from the contents of your application.

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.

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? (Responses should be 12 pt. type with 1 ½ or double line spacing.)

4. A copy of your letter of acceptance to the conference, if applicable. (Please do not remove your name from this letter.)
Boston University GSO Travel Grant Application (page 1 of 2)
I. Personal Information

Name: __________________________________________________________

Boston University Identification Number: ____________________________

Department or Program: __________________________________________

Local Address: ___________________________________________________
_________________________________________________________________

E-mail: __________________________________________________________

Telephone Number: _______________________________________________

By signing below, I certify that all of the information provided in this application is true and accurate to the best of my knowledge. I understand that failure to attend the conference and participate in the way outlined in this application, failure to submit original receipts within the specified time period, or non-acceptance of the proposed paper, poster, or panel by the conference named in my application will constitute forfeiture of this award.

_______________________________________                     ________________
Applicant’s signature                                                              Date

Disclaimer:

FOR STUDENT PAGES: INDIVIDUALS AND ORGANIZATIONS

• The contents of all pages published by students are solely the responsibility of the page authors. Statements made and opinions expressed on student pages are strictly those of the authors and not Boston University.

• Boston University does not review, approve, or endorse the contents of student pages, nor does the University monitor the content of any page except as necessary to investigate alleged violations of University policies, federal, state, or local laws, or the rights of other persons.

• Student publishers must comply with University policies, including the Conditions of Use and Policy on Computing Ethics, as well as all applicable laws, including those prohibiting copyright and trademark infringement. Violations may result in the imposition of sanctions.
II. Conference Information:

Title of conference: ________________________________________________________________

Dates: _____________________ Location: ________________________________________________

Have you already been accepted to the conference? ____ Yes ____ No
*If yes, please include copy of letter of acceptance.

In which of the following ways will you participate in the conference?
   ____ Presenting a paper
   ____ Presenting a poster
   ____ Participating in a panel
   ____ Chairing a session or panel

Title of your proposed paper / poster / panel:
__________________________________________________________________________________
__________________________________________________________________________________

Is funding for conference travel available in your department? ____ Yes ____ No

If yes, have you applied for Departmental funds? ____ Yes ____ No

III. Funding Information:

Please list alternative sources for conference travel to which you have applied or intend to apply. Having additional funding will not affect our decision.

<table>
<thead>
<tr>
<th>Name of Source</th>
<th>Have Applied/Intend to Apply</th>
<th>Amount Requested</th>
<th>Amount Awarded</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Please list expenses that you will incur during conference participation.

<table>
<thead>
<tr>
<th>Travel</th>
<th>Room</th>
<th>Board</th>
<th>Conference Reg.: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air: $</td>
<td></td>
<td></td>
<td>Grand Total:</td>
</tr>
<tr>
<td>Ground: $</td>
<td>$____@____days</td>
<td>$____@____days</td>
<td>$______________</td>
</tr>
<tr>
<td>Total: $</td>
<td>Total: $</td>
<td>Total: $</td>
<td>$______________</td>
</tr>
</tbody>
</table>

IV. Please attach your personal statement and abstract and submit your completed application to:

GSO Travel Grants, GSO Mailbox Room 108A
725 Commonwealth Ave., Rm. 108
Boston, MA 02215