

## ***Biology Graduate Student Association Grant Award Policy and Application Process***

**Biology Graduate Student Association (BGSA)** will award (10) travel, (4) research, and (4) training grants per tax-year (June to June) to graduate students in the Kansas State University, Division of Biology on a competitive basis. An additional grant will be awarded to the PoB manual coordinator for one year of service. These funds were raised by members of BGSA to support the professional development of graduate students in the Division of Biology.

### **Eligibility guidelines:**

1. BGSA will award travel and training grant funding to graduate students for representing Kansas State University, Division of Biology in an official capacity (e.g. presentation of work affiliated with Kansas State University, debates, round-table discussions, professional development, etc.).
2. The applicant must be an enrolled graduate student in the Kansas State University, Division of Biology.
3. At least five (5) travel grants of not more than \$500, two (2) training grants of not more than \$300 and two (2) research grants of not more than \$500 will be awarded each semester. Graduate students are eligible to receive two (2) research grants during their career. If an eligible application is not received during an award period, that award may be made available during the following award period. Funds that are not awarded during an award period will be reallocated at the discretion of the Travel Grants and Awards Committee.
  - a. The deadline for the spring travel, training and research awards is May 1. No applications will be accepted after 5 p.m. on May 1st.
  - b. The deadline for the fall travel, training and research awards is December 1. No applications will be accepted after 5 p.m. on December 1st.
4. An individual graduate student may apply for travel and training grant funding in both travel periods.
5. An individual graduate student may receive only one BGSA travel grant per academic year, but will still be eligible for a training grant. An individual may receive one travel grant and one training grant in the same academic year, but may not receive two travel grants or two training grants.
6. Members of the BGSA Travel Grant Committee and serving officers of BGSA are not eligible to apply for the BGSA grants.
7. BGSA will award 18 grants per year but awards are contingent upon availability of funds and therefore not guaranteed.

8. The PoB manual sale coordinator must complete a full term in the position, and only after completion will be eligible for the PoB grant. The PoB grant will total \$400.
9. Criteria used to review travel and training grant applications are based on a point-system approved by the BGSA and available at <https://www.k-state.edu/biology/grad/bgsa>. Points earned from manual sales, meeting attendance and other volunteer work will be lost after a successful application. However, points earned from committee and officer positions will not be lost. In case of a tie, more points will be awarded for committee service rather than volunteer service hours. If the tie is still unresolved, other aspects will be considered including number of remaining years in the program or number of previously received grants.
10. Following the announcement of the grant recipients, all applications and review materials will be available for review upon request by contacting the BGSA Travel Grant Committee Chair.
11. BGSA reserves the right to disqualify applications that do not comply with the eligibility, application, or reimbursement guidelines or that breach professional ethics or the KSU Student Honor Code (<http://www.k-state.edu/honor/>).

## **Application Process (Please read carefully)**

1. Application Guidelines and Forms are available at <https://www.k-state.edu/biology/grad/bgsa>
2. The application consists of five (5) sections. Only complete applications will be reviewed by the Travel Grants and Awards Committee.
  - a. General Information
  - b. Merit Classification
  - c. Budget Information (estimated expenditures)
    - i. **Original receipts** must be submitted prior to award disbursement (do NOT include in application packet). Credit card slips will not be accepted in place of original receipts. The award recipient will be reimbursed for actual expenses **up to \$500**.
    - ii. Reimbursable expenses are those associated with the categories identified on the Budget form, unless otherwise approved by the BGSA Travel Grants and Awards committee. Non-reimbursable items include, but are not limited to: merchandise (books, t-shirts, etc.), social events, alcoholic beverages, expenses of travel partners.
    - iii. The Division of Biology Accounting Office will be notified of award recipient and amount awarded. Expenses reimbursed through the Division of Biology, or other funding sources, are not considered to be actual expenses to the student and cannot be reimbursed by BGSA.
    - iv. Travel arrangements and reimbursement **must** be in accordance with KSU Travel Policy and Student Governing Association Guidelines. If you have specific questions in this area, please see the KSU Policies and Procedures Manual (<http://www.k-state.edu/policies/ppm/contact>) or the Office of Student Activities and Services' Accountant at 785-532-6541.
    - v. Cash advances in the event of international travel will be allowed. Receipts will be required totaling the amount of money advanced upon return. Failure to provide them will result in the requirement to repay the unaccounted for portion of the advance.
  - d. Personal statement (300 word limit) indicating the importance of the travel to the students professional development.
  - e. If presenting research, attach a copy of all abstracts submitted.

- f. If not presenting research, submit a description of activity.
  - g. If formally invited provide documentation of invitation.
- 3. All applicants must submit applications electronically to the BGSA Travel Grants and Awards Committee chair no later than 5 p.m. on May 1st and December 1st.
- 4. All applications will be reviewed by the Travel Grants and Awards Committee elected by BGSA.
- 5. All applicants will be notified via email of the grant recipient **within 1 week** of application deadline.
- 6. Upon notification of award, the applicant will be given an Award Confirmation Form. This form must be completed and signed by the student and graduate advisor, program director, or department head, and **returned to BGSA Travel Grants and Awards Committee within 2 weeks**. If the form is not received by that time, the grant will be awarded to the next highest scoring applicant.
- 7. Following the announcement of the grant recipient, all applications and review materials will be available for review upon request by contacting the BGSA Travel Grant Committee Chair.