

GSC Travel Award Application Checklist

Below is a list of information and materials that are required for the GSC Travel Award Application. **This document is NOT the application but simply serves as a resource to assist you in making sure you have all required information and documentation before beginning the online application.** Incomplete applications are not considered for funding. If you begin the application and close it before completing it, you will need to start from the beginning if you return later to complete the application.

Required travel award training

In order to access the GSC Travel Grant application, you must complete a brief training on GSC travel grant requirements, guidelines, and policies that consists of several multiple choice and true/false questions. Travel award eligibility is NOT based on the number of correct responses you make, but is based only on training completion. We encourage you to thoroughly review information on [application deadlines](#), the [award process](#), [award criteria and amounts](#), [reimbursement instructions](#), and a list of [frequently asked questions](#) prior to applying for a travel award.

If you do not complete the training or the application form in their entirety, and return to the form at a later time, you will need to start from the beginning of the training.

Information Required in the Application Form

1. Personal information

- Name
- Wildcat ID number (9-digit number on your student ID card)
- KSU email address
- Graduate degree (master's or doctoral) and program
- Expected semester of graduation

2. Event information

- Name of the conference/event you plan to attend
- Official start and end dates of the event you are attending

Your travel dates may be different from event dates. Application deadlines are based on the **official start date of the event**, and you must report official event dates (not dates of travel) in the application.

- Type of travel
 - Domestic (within the U.S.)
 - International (outside the U.S.)
- Location of event (city and state or country)
- Type of event (international, national, or regional conference/meeting or other event)
 - The type of event is based on the type of organization hosting the event.
Examples:
 - International - International Society for Stem Cell Research (ISSCR) annual meeting
 - National - American Dairy Science Association annual meeting
 - Regional - Midwestern Psychological Association annual meeting

- Event Involvement (select one)
- Giving a presentation (talk, poster, recital, work of art/design)
 - Commentator, discussant, panelist, or workshop facilitator
 - Participating on a case study team
 - Author of a presentation being given at the event, but not giving the presentation
 - Non-presenter (attending a conference/workshop, study abroad, traveling to take special classes or conduct research)

See section below about submitting proof of presentation acceptance or other activity

- If you are presenting research or scholarly/creative work, report your authorship status (1st, 2nd, 3rd or below)

3. Required documentation

- [Major Professor Endorsement form](#)

- **This form must be uploaded in the online application.**
- This is a fillable PDF form that will accept an electronic signature. If your major professor does not have an electronic signature, all other parts of the form may be completed electronically. Then the form will need to be printed, signed by hand, scanned, and saved as a PDF to be uploaded in the travel grant application form.
- A form with the major professor's name typed in the signature line will NOT be accepted.
- If you are unable to obtain a signature from your major professor and submit the form with a completed application by the respective application deadline, it is acceptable to obtain a signature from your department head or graduate program director.

- Proof of presentation acceptance or other activity

- If giving a presentation or actively participating in the event in some other way (e.g., commentator, discussant, panelist, workshop facilitator, case study team) or if you are an author of a presentation but are not giving the presentation, you must provide documentation that verifies your activity.
- **This documentation is NOT required at the time that you apply for a GSC travel award.** The GSC recognizes that you may not receive acceptance notification from event coordinators until after the deadline to apply for a GSC travel award. As long as you complete all other required parts of the GSC application by the respective application deadline, your application will be considered for funding. If selected for funding, you will be required to submit this documentation prior to travel.
- Documentation must include:
 - Your name
 - Name and dates of the event
 - Indication that you are scheduled to give a presentation at the event (or are an author on a presentation being given at the event you are attending), OR verification of your involvement (e.g., commentator, discussant, panelist, workshop coordinator, or case study team member)
- The following are acceptable forms of documentation
 - Copy of email or letter from event organizer
 - Do NOT copy and paste text from an email into a Word document. Please save the email/letter as a PDF or screenshot.

- Copy of the event program, or link to the program if available online, with instructions for where to find your presentation in the program
Please do not send only the page from the program that lists your presentation. We need to see that your entry is in the program of the event for which you are applying for travel funding.

Event registration

Proof of event registration is NOT required at the time that you apply for a GSC travel award. However, if you have registered for the event, please upload a copy of event registration in the application. If you are waiting to register pending funding, a copy of event registration must be submitted to gsctravel@ksu.edu PRIOR to travel in order to receive your travel award reimbursement. If you wish to be reimbursed for registration expenses, you must also submit a hard copy of your registration receipt with required reimbursement materials after travel.

4. Graduate Student Council Involvement

- GSC involvement is not required to receive a GSC travel award, but you will earn points for involvement, which will influence the award amount for which you are eligible.
- You will be presented with a list of leadership roles and GSC events and asked to select those in which you have participated within the 12 months prior to your respective application deadline. For example, if applying for a travel award to attend an event that begins in July 2018, your travel award application deadline is May 1, 2018. You should report your GSC involvement between May 1, 2017 and May 1, 2018.
- Your responses will be verified with GSC records.
- Visit the [Award Criteria and Amounts](#) page to see a list of GSC involvement activities that will be awarded points toward your GSC travel grant application

5. Impact of Event on Professional Development (not required, but worth 1 point if completed)

In 50 words or less, tell us why it is important for you to attend this event in terms of how your attendance at this event will promote your professional development. That is, how will your participation in this event improve your academic standing, job prospects, etc.

6. Description of Your Work (not required, but worth 1 point if completed)

In 50 words or less, describe the research/work you will be presenting using language that can be understood by people who are not experts in your discipline.

If you are not presenting work at the event you are attending, describe the focus of the research, scholarship, or creative work that you do as part of your graduate program of study.