



UNIVERSITY OF GEORGIA

Graduate School

CALL FOR APPLICATIONS

Graduate Student Conference Travel Grants

Submission Deadline: Monday, March 3rd, 2025

(5:00 p.m.)

(All conference travel requests are due to Ms. Samantha Varghese)

Travel Period: April 1 – June 30, 2025

The Graduate School's Conference Travel Grants are designed to encourage and support graduate students' professional development by making it possible for students to present results of their thesis or dissertation research at important conferences in their fields. Please review this Call for Applications carefully as policies and eligibility requirements have recently changed. Students do not apply directly to the Graduate School for travel funding; all travel applications **must** be submitted by the department's graduate coordinator or graduate program administrator. Here is an overview of changes effective for travel beginning July 1, 2024:

- **Each graduate student will be limited to two travel grants per lifetime.**
(formerly: one per year for eligible students)
- **A maximum of one travel grant may be awarded to a student pursuing a master's degree.**
(formerly: only for students in designated master's programs)
- **Only one of the two lifetime grants may be used for international travel.**
- **Maximum travel grants will be up to \$1,200 for domestic travel and up to \$1,700 for international travel.** (formerly: up to \$1,000 for domestic travel and up to \$1,500 for international travel)
- **Only one grant per fiscal year (July-June) per student may be awarded.** (no change)
- **Doctoral students, especially those in later stages of their programs (e.g., post-candidacy), will receive funding priority.**

Students who received travel funding from the Graduate School prior to July 2024 will still be eligible for two lifetime travel grants beginning FY 2025 (July 1, 2024), provided they meet the other criteria.

Domestic Travel Grant

Domestic Travel Grants. Applications for travel within the contiguous 48 states are made using the Domestic Travel Grants form. Travel to Alaska, Hawaii, or U.S. territories requires the *International Travel Grant* application.

Award: The amount of the award is up to \$1,200 to defray travel expenses.

Eligibility. Students must be able to demonstrate the following at the time of application:

- Students must be enrolled in a UGA doctoral or master's program and reporting the results of their dissertation/thesis research as **primary author** of the publication/presentation/poster.
- Doctoral students must have completed **five semesters** of full-time graduate studies at UGA at the time of application. They may include their semesters as a UGA master's student if they pursued a master's degree leading up to a doctoral degree objective in the same unit/program.)
- Master's students must be in their **second year** of full-time graduate study *at the time of application*. Semesters of graduate courses completed while student is an undergraduate don't count toward this requirement.
- Students must be registered for full-time graduate study during the Spring 2025 semester of application. A student travelling between spring and fall semesters must be registered during the semester of application and the semester following travel. **If a student is traveling after May 8, the department must upload the updated unofficial transcript showing full-time Fall 2025 enrollment by Friday, April 18.** The application will be in "pending" status until you submit the updated transcript in GradStatus under the "MySubmissions" tab. After April 18, the pending status will switch to "denied" without the updated transcript.
- **Full-time enrollment** credit hours required: at least three (3) credit hours during Fall and Spring semester for doctoral students admitted into candidacy; Students not yet admitted to candidacy must have at least nine (9) credit hours during Fall and Spring semesters.
- Have a **GPA of 3.5** or higher in graduate courses.
- Not have any grades of Incomplete (I) or Unsatisfactory (U) at the time of application.
- Travel within the contiguous 48 states. (Travel to Alaska, Hawaii, or U.S. territories requires the International Travel Grant application).

The department must use the above criteria to ensure the student's eligibility before submitting the application.

Chartstring: A chartstring is requested during the *initial travel submission* for your students in order to promptly transfer funds for approved students. Please contact your department's Business Office to obtain the chartstring or for more information on the process.

International Travel Grant

International Travel Grants. All travel is subject to UGA, USG, and United States travel rules and advisories. Applications for travel to foreign countries and non-contiguous U.S. states and territories such as Hawaii and Alaska must be submitted as International Travel Grants.

Award: The amount of the award is up to \$1,700 to defray travel expenses.

Eligibility. Students must be able to demonstrate the following at the time of application:

- Students must be enrolled in a UGA doctoral or master's program and reporting the results of their dissertation/thesis research as **primary author** of the publication/presentation/poster.
- Doctoral students must have completed **five semesters** of full-time graduate studies at UGA at the time of application. (They may include their semesters as a UGA master's student if they pursued a master's degree leading up to a doctoral degree objective in the same unit/program.)

- Master's students must be in their **second year** of full-time graduate study *at the time of application*. Semesters of graduate courses completed while student is an undergraduate don't count toward this requirement.
- Students must be registered for full-time graduate study during the Spring 2025 semester of application. A student travelling between spring and fall semesters must be registered during the semester of application and the semester following travel. If a student is traveling after **May 8**, the department must upload the updated unofficial transcript showing full-time Fall 2025 enrollment **by Friday, April 18**. The application will be in "pending" status until you submit the updated transcript in GradStatus under the "MySubmissions" tab. After April 18, the pending status will switch to "denied" without the updated transcript.
- **Full-time enrollment** credit hours required: at least three (3) credit hours during Fall and Spring semester for doctoral students admitted into candidacy; Students not yet admitted to candidacy must have at least nine (9) credit hours during Fall and Spring semesters.
- Have a **GPA of 3.5** or higher in graduate courses.
- Not have any grades of Incomplete (I) or Unsatisfactory (U) at the time of application.

The department must use the above criteria to ensure the student's eligibility before submitting the application and application materials.

Additional information relevant to both awards

Applications: Students do not apply directly to The Graduate School for travel funding; all travel applications **must** be submitted by the graduate coordinator or graduate program administrator. There is no limit on the number of *eligible* applications a department may submit.

Applications must include the following, demonstrating the eligibility criteria **at the time of application**:

- City, state/country, conference name, and dates of travel.
- An abstract of the presentation/poster. ***The abstract must include the student's name as primary author.***
- A travel budget that includes the following categories: meals, lodging, transportation, and other expenses.
- A copy of a current **unofficial** transcript confirming eligibility (including enrollment requirements for Spring 2025). If travel is after May 8, then a second, updated transcript with Fall 2025 enrollment must be uploaded by April 18.
- Official notification of acceptance from the conference (the *only* document that may be submitted after the application deadline, no later than two weeks before the outgoing travel date or application will be denied).

Departments **must verify** that the students are eligible and must submit all applications to the Graduate School via GradStatus by the deadline. Students do not have access to these GradStatus forms. **Late submissions by departments will not be accepted. Submissions that do not include complete eligibility and application materials (with the exception of conference acceptance letters) will be denied.**

Students work with their departments to secure travel authorizations and abide by all UGA, USG, and departmental policies. Students receiving travel grants will be reimbursed after submitting receipts for approved, budgeted expenses to their departments. No student will be reimbursed more than the actual cost of the trip.

- All requests from the department should be submitted into GradStatus by 5:00 p.m. on or before **March 3, 2025**.
- The Graduate School will only accept information submitted in GradStatus. Departments should keep the original documents.
- Workshops, training programs, virtual conferences, and other activities (even when the student is invited) are not covered by Graduate School conference travel grants.
- The following categories of students are not eligible for Graduate School travel grants: Presidential Fellows, NSF GRFP Fellows on tenure, UGA instructors or full-time employees receiving benefits, Double Dawgs, part-time students, students not pursuing a degree, PharmD, JD, or DVM students.

Submission Directions (for departments only, not students):

- Sign into GradStatus at <https://gradstatus.uga.edu> (Submitted by Ms. Samantha Varghese)
- Click on “Forms” at the top
- Click on Domestic Travel Grants Application (G117) or International Travel Grants Application (G172). If the form(s) link is not visible, graduate coordinators/graduate coordinator assistants should contact gradawards@uga.edu to have access permissions properly configured.**
- Verify student’s eligibility and complete the Travel Award Eligibility Verification process (Hit SUBMIT)
- Complete the travel information application and upload documents (Hit SUBMIT)
- The information will be forwarded to the Graduate School, and the person listed as the submitter will receive a confirmation email with a confirmation code.

To avoid delays, departments must check all eligibility requirements before submitting the application(s). Do not submit unchecked or ineligible applications.

****For access to the Travel Grant form in GradStatus, send the following information: Name, 810/11#, email, department name, and phone number, through SendFiles to ky60280@uga.edu.**

Awarding Process: The awarding process which includes review of the applications, award notifications, and processing the awards takes **up to two weeks**.

- The submitter will receive notification of the decision (pending, awarded, or denied) from the Graduate School. Pending is only used for applications that still need official acceptance letters uploaded into GradStatus. Instructions on pending applications and reason(s) for denied applications will be provided on the notification.
- The submitter will receive an “Award Notification” email with an approval letter and link to access and download the award letter when the request has been approved by the Graduate School. The submitter will be the only person able to download the award letter from the link in the letter. The department is responsible for notifying the student of the outcome of their application. **The student will not receive the decision notification from the Graduate School.**

Travel Dates and Application Deadlines for FY25 and FY26

Funds are awarded on a quarterly basis with a limited amount of funding available each quarter. Here are the remaining application deadline dates for the academic year:

Travel Dates	Application Deadline to Samantha
April 1 – June 30, 2025	March 3, 2025
July 1 – September 30, 2025	June 2, 2025
October 1 – December 31, 2025	Sept 2, 2025
January 1 – March 31, 2026	December 1, 2025
April 1 – June 30, 2026	March 2, 2026

Additional Information: Contact gradawards@uga.edu if you have questions or need assistance with your submission.