



**GRO Travel Grant Program Policy**  
**Approved by the GC: 10.14.2019**

**1) Purpose**

- a) The Travel Grant Program is designed to assist Homewood campus graduate students in presenting their work at academic conferences and meetings. Students apply for an award leading up to their conference and, if selected from a random lottery, receive funds in the form of a reimbursement.

**2) Travel Grant Committee**

- a) The Travel Grant Committee (“Committee” henceforth) will be in charge of processing travel grant applications, administering the distribution of awards, and maintaining accurate, updated records of travel grant awardees. The Committee will also work with the GRO Treasurer to monitor the timely reimbursement of awards.
- b) The Committee shall consist of at least the GRO Funding and Administration Chair or an appointee elected by a vote of the General Council (GC). Other members of the Committee may also be appointed by a GC vote. In an emergency when there is no Funding and Administration Chair, the Executive Board (E-Board) may appoint an interim chair, who shall serve until the next GC meeting, at which time there will be a vote to confirm this E-Board appointment or appoint a new interim chair and any other members to the Committee they see fit.

**3) Applicant Eligibility**

- a) Eligible applicants must belong to a department whose Departmental Representative has attended at least half of the GC meetings of the semester prior to the beginning of the application period. To help disseminate this information, the GRO shall maintain an up-to-date list of eligible departments on its website.
- b) No graduate student may receive more than one travel grant per academic year.
- c) Committee members are not be eligible for grants while serving in their positions. Committee members should also disclose to the E-Board any conflicts of interest in relation to any travel grant application and, if deemed necessary, recuse themselves from Committee duties.

#### 4) Application Process

- a) An application shall be made available online on the GRO website and advertised to all Homewood graduate students on a regular basis as seen fit by the Committee. This application shall ask for:
  - i) The applicant's department/program, matriculation year, and department/program administrator contact information
  - ii) The applicant's name, contact information, and resume/CV
  - iii) The name and date of the conference/meeting, the kind of work to be presented (e.g. oral presentation, poster, panel, etc.), and an abstract of the work
  - iv) The date that the applicant expects to know if their submission to the conference has been accepted, if not already
  - v) Information about previous conferences attended during the applicant's graduate career at JHU, as well as any GRO Travel Grant awards received in the same academic year
- b) Any application that is incomplete shall not be considered in the lottery.
- c) All applicants will be informed of their application status (e.g. accepted for an upcoming lottery, rejected, missing information required, etc.) by the Committee up to a month after submitting an application, but no later than one week in advance of the lottery date.

#### 5) Lottery Procedure

- a) Four lotteries will be conducted by the Committee every academic year. The timing of the lotteries will be the following, unless a change is requested by the Funding and Administration Chair and voted on by the GC at any point throughout the academic year:
  - i) Lottery #1: First week of June, for applications submitted by end of May
  - ii) Lottery #2: First week of September, for applications submitted by end of August
  - iii) Lottery #3: First week of December, for applications submitted by end of November
  - iv) Lottery #4: First week of March, for applications submitted by end of February
- b) The Committee will assign each eligible applicant to the earliest lottery period that falls under the same financial year as their conference. See Addendum A for examples.
- c) Each applicant will be given a number of tickets by the following formula: Total tickets =  $2 \times (\text{year in program}) + 3$  (if applicant has not been to a conference within 365 days prior to the start of the conference in the application AND is in their 3<sup>rd</sup> year or higher) + 6 (if applicant has never been to a conference AND is in their 3<sup>rd</sup> year or higher) + 2 (if applicant is giving an oral presentation/panel at the conference). See Addendum B for examples.
- d) Each lottery will be carried out by random selection from a pool containing the total number of tickets per eligible applicant. A number of applicants equal to the number of available grants for that lottery will be drawn and given immediate use of travel grant funds via the reimbursement guidelines outlined below. Then, an equal number of applicants is drawn, and those applicants will be placed on a waiting list. If someone who received a travel grant does not wish to utilize the grant, becomes ineligible, fails to provide reimbursement documentation, etc., the first name on the waiting list will be given this

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travel grant. This procedure will be repeated for any number of unused travel grants, going down the waiting list in the order that the list was drawn.

- e) The awardees and waitlisted applicants will be reported to the E-Board after each lottery.

### **6) General Reimbursement Guidelines**

- a) Eligible expenses that can be reimbursed with a travel grant include transportation, lodging, registration fees, and production expenses related to scholarly participation in the conference (photocopying, posters, etc.). There is no provision for food or other per diem costs. Applicants cannot be reimbursed for expenses relating to job applications or job interviews.
- b) Awardees must provide receipts and proof of purchase via credit/debit card statements for all eligible expenses in order to be reimbursed. Eligible expenses not documented cannot be reimbursed.
- c) Awardees must submit receipts and any other supporting documents within 90 days after the last day of the conference but no later than the end of the GRO financial year (consult with the GRO Treasurer for more details).
- d) The Funding and Administration Chair (or interim chair) will send detailed reimbursement instructions to each awardee, including a deadline, when they are informed of their award.

### **7) Annual Approval of Grant Amounts**

- a) At the third to last GC meeting of the academic year, the Funding and Administration Chair (or interim chair) shall propose the number and amounts of travel grants that will be distributed in the following academic year, including how many per lottery, to be passed if approved by a GC majority vote.
- b) This proposal should be informed by the usage of funds throughout the year, as well as the requested Travel Grant Program allocation in the GRO budget for the following academic year.

***Addendum A. Assignment to a lottery period***

Below we present examples on how applicants are assigned to a lottery period. Note that for these examples we assume that the financial year for GRO ends in mid-June.

- Example 1: An application is submitted in July 2019 for a conference that will be held in March 2020. The assigned lottery period should be Lottery 2 of the 2019-2020 academic year since it is the first lottery within the same financial year as the conference.
- Example 2: An application is submitted in February 2020 for a conference that will be held in August 2020. The assigned lottery period should be Lottery 1 of the 2019-2020 academic year since it is the first lottery within the same financial year as the conference.

***Addendum B. Sample Travel Grant lottery***

Below is an example of how a travel grant lottery should be carried out:

- 1) There are three applicants with the following traits:
  - a) *Anne*, a 1<sup>st</sup> year student who has never been to a conference and is planning on giving a talk for the conference
  - b) *Bill*, a 3<sup>rd</sup> year student who has not been to a conference within a year prior to the one for which he is applying and is giving a poster presentation
  - c) *Chris*, a 5<sup>th</sup> year student who has been to a conference last year and is giving an oral presentation.
- 2) Lottery tickets are assigned to each candidate, according to the formula above:
  - a) *Anne*:  $2$  (1<sup>st</sup> year in program) +  $2$  (oral presentation) =  $4$  tickets
  - b) *Bill*:  $6$  (3<sup>rd</sup> year in program) +  $3$  (no conference in the past year) =  $9$  tickets
  - c) *Chris*:  $10$  (5<sup>th</sup> year in program) +  $2$  (oral presentation) =  $12$  tickets
- 3) A list is now created that has 4 instances of Anne, 9 instances of Bill, and 12 instances of Chris. A random sampling algorithm selects a name from the list and adds that name to the list of awardees. That applicant's name is then completely removed from the list and the same process is repeated for the remaining awards and waitlist—e.g. a position in the list is randomly chosen and that name turns out to be Bill, who is added to the list of awardees and the remaining 8 instances of his name are removed from the original list. There is only one more grant available, so one more position is selected; this time, it's Chris whose name is added to the list of awardees, and Anne, the last person remaining, goes into the wait list.