

GRO Travel Grant Policy

(a) Purpose. The purpose of the Travel Grant Administration is to award grants to assist graduate students in presenting their work at academic conferences. Graduate students apply for an award, and then receive funds in the form of a reimbursement after eligible expenses have been incurred and properly documented.

(b) Travel Grant Administration Membership.

(i) The Travel Grant Administration (termed “Administration” for the remainder of this section) shall consist of at least a Travel Grant Administration Chair. Members of the Administration shall be appointed by vote in the General Council with the exception of the Travel Grant Administration Chair as detailed in part (ii) below.

(ii) The Travel Grant Administration Chair (termed “Chair” for remainder of this section) shall be the Executive Board’s *Funding and Administration Chair* OR an appointee elected by the vote of the General Council.

(iii) In an emergency, the Executive Board may appoint an interim Chair. This Chair shall serve till the next meeting of the General Council, at which time the General Council will vote to approve the decision of the Executive Board or appoint a new Chair and any other members to the Administration they see fit.

(iv) The Administration will be in charge of distributing the travel grant awards (though the Executive Board’s Treasurer shall be in charge of disbursement of the travel grant awards) via the mechanism detailed in section (d) parts (i-ii) and maintaining an accurate, updated record of travel grant awardees. The Administration will work together with the Executive Board’s Treasurer to monitor the reimbursement of awardees.

(c) Eligibility.

(i) As stated in the GRO Constitution, to be eligible to receive grant money, the applicant must belong to a department whose Departmental Representative or Alternate has attended at least half of the General Council meetings of the semester previous to the beginning of the application period.

(ii) The GRO website shall maintain an up-to-date list of eligible departments.

(iii) Members of the Travel Grant Administration may not apply for grants while serving on the Administration.

(iv) Members should disclose to the Travel Grant Administration any conflicts of interest in relation to any application and, if deemed necessary, recuse themselves from the selection process.

(d) Applications.

(i) Eligible applicants will be selected randomly by lottery executed by the Travel Grant Administration Chair. For an example of how tickets will be assigned and drawn, see the addendum at the bottom of this document.

(ii) A number of applicants equal to the number of grants shall be drawn and given immediate use of travel grant funds.

(iii) A number of applicants equal to half the number of available grants and not awarded a travel grant in the session under consideration will be drawn and placed on a waiting list. If

someone who received a travel grant (e.g. an applicant from part (ii) above) does not utilize the grant, then the first name drawn that appears on the waiting list will be given the surplus 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.

(iv) The number of ballots or tickets each applicant is assigned for the random lottery will be determined by the following formula:

$2x$ (the number of years applicant has been in their program) + 6 (only if student has been in program for ≥ 3 years and never been to a conference) + 3 (only if applicant has been in program for ≥ 3 years and did not attend a conference the previous year) + 2 (only if student is giving an oral presentation at the conference; this does not include poster presentations)

(v) No single criterion above automatically qualifies or disqualifies an application, except that no graduate student may receive more than one travel grant per academic year (defined for these purposes as any one of the periods determined by the Travel Grant Administration Chair as per Section (f), part (i)).

(iii) The first part of the application will ask for:

a) The graduate student's name, department, year in program, and contact information.

b) The name and contact information for their advisor and department administrator.

c) The name, date, and location of the conference.

d) An abstract of the applicant's paper, poster, or other participation.

e) The conference program, if available, or invitation from the conference.

f) The nature of the applicant's participation in the conference (paper, poster, roundtable, etc.) and the title of their work.

g) Information about past GRO Travel Grant applications and awards.

h) Estimated or already incurred eligible expenses.

i) All other sources of conference travel funding, both tentative and confirmed, from the applicant's department, advisor, or research group, disciplinary organization, etc.

(iv) Applicants are strongly encouraged to check with their advisor and department administrator about travel funding available to them before applying for a GRO Travel Grant.

(e) Grant Amounts.

(i) The GRO website shall maintain an up-to-date announcement of the number and maximum amount of awards available for the current application cycle.

(ii) Eligible expenses are transportation, lodging, registration fees, and production expenses related to scholarly participation in the conference (photocopying, posters, etc.).

(iii) There is no provision for food or other per diem costs.

(iv) Applicants cannot be reimbursed for expenses relating to job applications or job interviews.

(v) Applicants must provide receipts for all eligible expenses in order to be reimbursed. Eligible expenses not documented with a receipt cannot be reimbursed.

(vi) Awardees must submit receipts and any other supporting documents promptly after attending the conference in a time and manner outlined in the application form.

(vii) Recipients of awards may be asked to volunteer up to five hours of their time to the GRO. Declining these requests will disqualify the recipient from future awards.

(f) Scheduling.

(i) The application periods will be voted on by the General Council OR will use the following application periods: May-July, August-October, November-January, February-May. The Travel Grant Administration Chair will be responsible for publishing (using at least the GRO's website) the dates of application periods (including at least the first and last date of the application period in question) no later than one week in advance of the next application period (voted on in GC for 4 periods, same basic idea as emails).

(ii) All participants of the Travel Grant application process will be informed of the status (accepted, rejected) of their application no later than one week after the end of the application period in question. The Travel Grant Administration will inform rejected applicants of the reason for their rejection (e.g. an incorrectly crafted application).

(iii) When conference dates spread over two periods, applicants should apply for the earlier period.

(iv) The Chair of the Travel Grant Committee shall report to the Executive Board the list of awardees.

(v) In the event that an applicant is invited to participate in a conference occurring in an application period but after that period's application deadline, they should apply in the following application period and they should provide documentation of when they received their invitation to participate in the conference.

Addendum

a) Sample Travel Grant lottery

(i) Assuming there are three applicants with the following traits:

- Person 1: 1st year doctoral student who has never been to a conference but is planning on giving a talk for the conference for which they sought a travel grant

- Person 2: 3rd year masters student who has been to a conference, but not last year, and is giving a poster presentation

- Person 3: 5th year doctoral student who has been to a conference last year and is giving an oral presentation of their work

(ii) Calculating the lottery tickets assigned to each candidate (please refer to section (d) part (iii) for the formula used to generate the number of tickets):

- Person 1: $2x(1 \text{ year in program}) + 6x(0, \text{ since applicant does not have } \geq 3 \text{ years in program}) + 3x(0, \text{ since applicant does not have } \geq 3 \text{ years in program}) + 2x(1, \text{ since student is giving oral presentation}) = 4 \text{ tickets}$

- Person 2: $2x(3 \text{ years in program}) + 6x(0, \text{ since applicant has been to a conference some time during their degree}) + 3x(1, \text{ since applicant did not attend a conference the preceding year}) + 2x(0, \text{ since student is not giving a talk/oral presentation of their work}) = 9 \text{ tickets}$

- Person 3: $2x(5 \text{ years in program}) + 6x(0, \text{ since applicant has been to a conference some time during their degree}) + 3x(0, \text{ since applicant attended a conference the preceding year}) + 2x(1, \text{ since student is not giving a talk/oral presentation of their work}) = 12 \text{ tickets}$

(iii) A list is now created that has 4 instances of Person 1, 9 instances of Person 2, and 12 instances of Person 3. A random number generator samples the range of numbers from the list

and adds that name to the list of awardees. That applicants name is then completely removed from the list and the same process is repeated. Here is a brief example:

- Our previous list had 25 names; 4 from Person 1, 9 from Person 2, and 12 from Person 3.

- A position in the list, 3 for example, is randomly chosen and that name turns out to be Person 1.

- Person 1 is added to the list of awardees and the remaining 3 instances of their name are removed from the original list.

- There is only one more grant available, so one more position is selected; this time, it's Person 2 whose name is chosen.

- Person 2 is added to the list of awardees and Person 3, the only person remaining, goes onto the wait list.