

Guide to Requesting Funding from the UGA Graduate School

NEW ELIGIBILITY REQUIREMENTS – Please consider new rules before submitting your request:

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

ELIGIBILITY REQUIREMENTS (Please do not apply if you do not meet eligibility requirements.):

To be eligible, the student must, at the time of application:

- Be a PhD student (or master's student in a terminal degree program who has satisfactorily completed all required courses, exclusive of 7000 and 7300).
- Be reporting results of their dissertation or thesis research as the primary author of the publication or presentation.
- Be traveling between October 1 and December 31 of that year
- Have completed five (5) semesters of graduate courses as a full-time graduate student.
- **Be registered** for full-time graduate study during and following the semester of travel: at least three (3) credit hours of during Fall, Spring, or Summer semester if admitted into candidacy; nine (9) credit hours during Fall or Spring semesters; OR six (6) credit hours during Summer semester if not admitted into candidacy.
- Have GPA of 3.5 or higher in graduate courses.
- Not have any grades of Incomplete (I) or unsatisfactory (U) at the time of application.

REQUIRED APPLICATION MATERIALS:

***Students may apply if they have not yet received their acceptance notification.** Their application will be marked "pending" with a note that the acceptance notification must be submitted at least two weeks prior to travel. If the acceptance notification is not provided within two weeks of the outgoing travel date, the travel grant will be denied.

1. Conference participation details:
 - a. Are you presenting?
 - b. Are you giving the same paper with another travel applicant?
 - c. Are you 1st or 2nd on the list of authors?
2. Abstract of presentation
3. Acceptance notification, once received
 - a. You are encouraged to apply for funding even if you have not received acceptance from the conference by the deadline.

- b. Your application will be marked "pending" with a note that the acceptance notification must be submitted at least two weeks prior to travel. If the acceptance notification is not provided within two weeks of the outgoing travel date, the travel grant will be denied. Email me your acceptance as soon as it is received.
- 3. Unofficial transcripts – registration Fall 2024 must be reflected on the transcript - register for classes!
- 4. Absent from campus start date
- 5. Absent from campus end date
- 6. Name of Conference (including a URL)
- 7. City and State/Country of conference
- 8. Mode of travel (plane, train, etc.)
- 9. Estimated costs (**you** determine actual dollar amounts):
 - a. Travel
 - i. Estimated airfare
 - ii. Estimated airport shuttle OR mileage and airport parking
 - iii. Estimated ground transportation at your destination, etc.
 - a. Meals – You’ll be reimbursed at the per diem rate for the area you are traveling to, minus meals included with your conference registration fee. See this website to estimate the cost of eligible meals: https://busfin.uga.edu/accounts_payable/perdiem_meal_us/
 - b. Lodging
 - c. Conference registration and other fees to attend (example: membership fees when applicable)

Additional information can be found [here](#). Please let me know if you have any questions.