**GPSS Travel Fund Program (TFP) Application Instructions**

# **Eligibility Requirements**

## **Who can apply?**

All graduate students registered full-time at Virginia Tech are eligible to apply. Students must attend a conference in which they are presenting scholarly research that was conducted at Virginia Tech. Due to the high number of applicants, a graduate student may not receive more than one TFP award per academic year. Assistance through the TFP is not merit-based and is awarded based on a review process to help ensure complete and accurate applications.

## **What can be reimbursed?**

The TFP is a refund based program, so receipts must be submitted to receive the award. Costs that are eligible for reimbursement include conference registration, abstract fees, and costs associated with travel.

Examples of travel expenses that may be reimbursed include plane tickets, mileage used on personal vehicles, lodging and per diem as established by the government.

If a student’s expenses were purchased by their department, the TFP can refund the department for travel expenses (as long as receipts are provided).

## **Award amounts**

*Funding for registration, abstract fees, and travel to conferences are provided with priority given to students based on financial need. Awards are in the following amounts:*

|  |  |
| --- | --- |
| Tiers | Award amount |
| Virtual attendance only | 200 |
| In-person Tier 1 | 300 |
| In-person Tier 2 | 500 |

## **Award criteria**

A student may only receive a TFP award once per academic year (Summer to Spring).

## **Who is NOT fundable?**

For the Summer 2024 Cycle, we cannot fund conferences that begin outside of the time period from July 1, 2024 to September 30th, 2024.

We cannot fund more than one conference per academic year. Submission of an application after you have been awarded a TFP for the 2024-2025 academic year or applying for more than one conference in the same application will disqualify your application.

Remember that only one conference may be applied for at any time. Applying for more than one conference in the same application will disqualify your application.

We cannot fund students attending conferences as a volunteer or participant (who are not presenting their research). Please work with your relevant student organization to apply for funding through the Student Budget Board (SBB).

We cannot fund students attending workshops to gain research skills in which they are not presenting their research.

We cannot fund course or workshop fees.

# **Application Instructions**

Your total application will consist of the following parts:

* Online Application
* Personal Information
* Conference Information

## **Online Application**

The online application can be found here: <https://forms.office.com/Pages/ResponsePage.aspx?id=hGiVYK0Q-kCGPU8yweOjeqI0_MNCpRNGsmooGXbKsw9UQkI1WFVKOVJQNU9BOUNYNDdJUUhVVjNDVS4u>

The application will open April 15th- May 20th.

When the application is open, you will be redirected to Microsoft Forms to take a survey. Please have all required information on hand prior to filling the form.

Be sure to e-mail yourself the form to save a copy for your records.

## **Personal Information Questions**

### **First Name**

First name as registered with Virginia Tech Example: Wednesday

### **Last Name**

Last name as registered with Virginia Tech Example: Addams

### **Virginia Tech Email Address**

Please submit your Virginia Tech email address. All communication will be conducted through your email. Example: waddams(at)vt.edu (replace “at” with symbol)

### **Last Four (4) Digits of Hokie Passport Number**

* Please type the last four digits of your Hokie Passport number without any punctuation.
* Please do not submit your entire Hokie Passport Number. Example: 6789 (Full Hokie Passport Number is 123456789, so last four digits are 6789)

### **Anticipated Degree Level**

#### *Masters (MS, MFA, Meng, etc.)*

* If you are working on a Masters level degree, please select this option

#### *Doctoral (PhD, DVM, EdD, etc.)*

* If you are working on a Doctoral level degree, please select this option. If you are working on multiple degrees, please select the higher level.

### **Virginia Tech Academic Department**

-Enter the abbreviation and full name of your academic department affiliation Example: ENT – Entomology

## **Conference Information Questions**

### **Conference Dates**

* Please verify, for our records, that the conference falls between the dates of July 1st – September 30th 2024. If it does not, your application will not be considered.
* If you click “Yes”, and your conference does not fall between these dates, you will be excluded from consideration for any TFP award for the 2024-2025 academic year.

### **Name of Conference**

Please submit the full name of the conference you are presenting at. Example: The 7th Annual Nevermore Conference

### **Conference Website**

Please submit the website URL of the conference you are presenting at. Example: [http://www.nevermoreconference.com/](http://www.harrypotterconference.com/)

### **Virtual or In-Person Attendance**

Virtual presentations will have a subset of TFP funds available for the reimbursement of registration and abstract fees.

### **International or Domestic?**

International and Domestic travel are not factored into determining application eligibility. The TFP for Summer 2024 is entirely based on financial need, and is not using travel distance as a metric for determining reimbursement amounts.

### **Conference Location**

Please submit the location in which the conference is being held. If the conference is domestic, submit as City, State. If the conference is international, please submit as City, Country. Examples: Washington, DC; Seoul, South Korea

### **Type of Presentation**

Please select the type of presentation you will be giving. You may only select one option.

1. Oral Presentation
2. Poster Presentation
3. Leading a Workshop
4. Other (please provide details)

### **Title of Presentation**

Please submit the title of your presentation. Example: A History of Scary Things

### **Cost of Registration**

* Respond to the following with your cost of registration.
* Please note that some registration costs may vary whether you are attending in person or virtually.
* Please provide your response as only numeric value. Example: If your registration is $200, type your response as: 200

### **Abstract Fees (if applicable)**

* Abstract fees are eligible for reimbursement through the TFP.
* Not all conferences require abstract fees, so if this does not apply to you, please write “0” in the blank.

### **How many miles did you use your personal vehicle?**

* This can be applicable whether you drove to the conference, or to an airport for your flight.
* This only applies to your personal vehicle, not a Virginia Tech owned fleet vehicle or rideshare (Uber/Lyft)

### **Overall cost of transportation related to attending your conference.**

This includes…

1. The cost of your airfare, train, rideshares, or bus tickets
2. Car rental
3. The cost of parking during your conference travel

### **Cost of lodging**

Please provide the total cost of your lodging for the duration of your conference.

### **Duration of your conference (in days)**

* How many days made up the duration that your conference was in session?
* For example: If the first day of your conference was August 5th and the last day was the 8th, please respond “4” in the response section.

### **What are the guaranteed funding sources you have?**

* Please provide **guaranteed** funding sources from other grants and/or department support for your conference.
* Do not provide anticipated funding sources

### **How much of your overall cost of conference travel is eligible for reimbursement as described in TFP application instructions?**

* Please provide an estimate of the cumulative costs associated with your conference travel that you would like to request reimbursement for through the TFP. This includes costs such as airfare, meals, lodging, parking, rideshare, etc.
* Please include costs that were covered by your department that are eligible for reimbursement. If your department purchased your plane ticket and a receipt is available, this can be included.
* Please keep in mind that we can only reimburse expenses that have an associated receipt provided. For example: If you are unable to provide a receipt for the cost of your airfare, then this cost is not eligible for reimbursement.

### **Are there any travel expenses that you experienced that were not included in this application? If so, what were they?**

### **Faculty Advisor**

#### *Advisor Name*

Please submit your primary academic advisor. This advisor should be your primary Academic Advisor. If you have co-advisors, you do not need to list them both, please select one for the purposes of this application. If your Advisor will not be available to certify your information, please provide the name of one of your advising committee members or your department head. Example: Larissa Weems

#### *Advisor Email Address*

Please submit your academic advisor’s Virginia Tech email address (or the VT email address of the person named above). Example: weems (at) vt.edu (replace “at” with symbol)

# **Frequently Asked Questions**

### **1. Who is eligible for TFP funding?**

All graduate students at Virginia Tech who are enrolled full time are eligible to apply. The TFP is only for students who are attending a conference to present scholarly research that was conducted at Virginia Tech.

### **2. When does the TFP application window open for Summer 2024?**

The Summer 2024 Cycle is open from April 15th-May 20th at 11:59 pm. The Summer 2024 Cycle will cover conferences that begin any time from July 1st – September 30th 2024.

### **3. Can I apply for a conference outside of the Summer 2024 funding cycle?**

No, the Spring 2024 Cycle of the TFP will only cover conferences that begin any time from July 1st – September 30th 2024.

### **4. My conference begins before/after the application cycle, am I still eligible to apply?**

As long as your conference begins any time between July 1st – September 30th 2024, you are eligible to apply for the Summer 2024 Cycle of TFP.

### **5. Where can I find the application form?**

The TFP application form can be found here: <https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=hGiVYK0Q-kCGPU8yweOjeqI0_MNCpRNGsmooGXbKsw9UQkI1WFVKOVJQNU9BOUNYNDdJUUhVVjNDVS4u&Token=b6a6e1de364c4bdfbc1b1ab5c8fa8fe2>

We recommend you read the Application Instructions first!

### **6. What do I need to submit for the TFP application?**

You will need to complete the online application (see Online Application section for full details). Be your to notify your advisor that he/she needs to complete an additional verification on your behalf.

### **7. Do I need to save my receipts?**

Yes, please save all receipts and documentation related to the conference. Virginia Tech requires receipts for reimbursement. Although the TFP does not require receipts for the application, you will need to submit receipts to your department.

### **8. How will I receive the award money?**

Once the final decision has been made, an email will be sent to successful applicants with instructions on how to claim your award, as well as the appropriate forms. You will be required to submit documentation of conference information and travel expenses (receipts) to your department, along with your award letter, which will be the email in which you are notified of your award. The money will flow from the Graduate School, to your department, and then back to you.

### **9. Is there still a difference in maximum claims between Masters/Ph.D. and domestic/international?**

There is no difference in maximum claims between Masters and Ph.D. students.

### **10. What is the maximum amount I can claim for my travel?**

See “Award Amounts” table for each funding tier.

### **11. Can I receive more money than the amount I was awarded?**

The TFP is a highly popular program with a very limited budget, granted to us through the Virginia Tech Graduate School. It is the intention of the GSA to award as many deserving applicants as possible with a reasonable amount of money to help toward the cost of travel. It is not intended to be your sole source of funding, so please try to seek other forms of funding. The GPSS encourages you to discuss external funding sources with your advisor and departmental/college contacts. We do not provide any information on external sources of travel or research grants.

### **12. Am I still eligible to apply for TFP if I conducted my research offsite (not at Virginia Tech or a satellite campus)?**

If you conducted research for your current program at Virginia Tech at an offsite location, you are eligible. If you conducted research as part of another degree or professional program at another institution or corporation, you are not eligible. Please email the TFP chair if you are concerned that your presentation may not qualify.

### **13. Can I use TFP funds to attend a conference as a volunteer/attend a workshop/to pay for course fees?**

No. We have limited funds to share with students and this money is given to us by the Office of the Provost to further facilitate sharing the research that Virginia Tech produces with the world. Thus, funds from the Travel Fund Program are limited to students presenting the work done while a graduate student of the university.

### **14. If I have more than one advisor, do they all need to approve my application to the TFP?**

No, only one of your advisors needs to submit their verification and approval.

### **15. What should I do if my advisor cannot reply to the email sent to them by the system before the submission deadline?**

If they are unable to reply by the deadline, you may submit the email of a member of your academic committee or, alternatively, your department head.

### **16. Can I submit the application through email?**

No. Submissions through email will not be accepted. All applications have to be submitted through the online application. No applications will be considered if submitted otherwise.

### **17. I received a letter of funding for the Summer 2024 Cycle but have decided I do not want it or would rather receive funds for future travel. Can I forfeit my Summer 2024 funding in order to be eligible to apply later in the year?**

We do realize that sometimes plans and requirements change. Please email the TFP Chair if you feel that you must cancel your acceptance of the Spring 2024 funding. These requests will be handled on a case by case basis. We will, however, endeavor to avoid penalizing you if circumstances change. The TFP Chair will do their best to work with you – please remember that the TFP Chair is also a VT graduate student and is also subject to deadlines and academic commitments.

### **18. How am I evaluated?**

Every application is carefully reviewed by the TFP Chair, the GPSS Director of Programs. Reviewers will check your application for completeness, and that your conference falls within the funding cycle (from July 1st – September 30th 2024 for the Summer 2024 Cycle), that you provided correct information on the conference, and that your advisor or committee member has indicated their approval of your application.

### **19. For what reasons can my application be rejected?**

Your application may be rejected for the following reasons (this list is not exhaustive, and the GPSS reserves the right to add to this list):

1. An incomplete application
2. No email reply from advisor
3. Providing false information
4. Not applying for a trip within the proper funding window from July 1st – September 30th 2024.
5. Award money has been allocated to students with greatest financial need
6. Applying for attending a conference and not actually presenting research

### **20. How do I know the current status of the application process?**

The status of each individual application will not be revealed until all final decisions are made, which will be as soon as possible after the close of the Cycle, and no later than June 1st, 2024.