

GSRC Travel Grant Program

Purpose

The Graduate Student Resource Center's (GSRC) Travel Grant Program (Program) was created as part of the university's [Quality Enhancement Plan](#) to help advanced doctoral students (i.e., doctoral candidates) at Florida State University enhance their professional development by attending conferences and presenting their research or creative activity at regional, national, or international events. The Program is intended to augment existing travel funds rather than replace them.

Nature of Support

The Program provides the following levels of support to doctoral students meeting the purpose noted above:

- **Attendance Grants:** Up to \$500. Awarded for eligible and verified expenses related to attending a qualifying conference/event without any involvement in presentation, poster, or performance activities.
- **Presentation Grants:** Up to \$1000. Awarded for eligible and verified expenses related to the presentation of research, scholarship, or creative activity at a qualifying conference/event or for presenting in a refereed poster competition, even if a faculty member is a co-author or co-participant. Conference panel moderators are eligible as presenters as long as the panel was peer-reviewed for acceptance. Presenting does not include assisting with physical set up, supervision or coordination of a conference, volunteering, facilitating committee or board meetings or non-presenting co-authors.

The Program will not support travel for a presentation:

- of a "response" or roundtable paper
- of non-refereed, non-competitive poster presentations
- of a series of presentations at other universities, museums or other institutions that are effectively invited lectures; or
- at a meeting of experts interested in a narrowly circumscribed area (e.g., a one-time symposium) unless selection is competitive and directly applicable to the applicant's program of study or research.

Event Qualifications

In general, grants will be awarded to doctoral students presenting peer-reviewed academic research or creative work at regularly scheduled events of regional, national, or international scope. Regional events must be related to an umbrella organization that has some level of national or international participation.

A qualifying event is defined as the regular or annual meeting of a regional, national, or international professional organization or society. Professional organizations or societies are generally characterized as those that collect dues, have elected officers, and may have published journals or other outlets for scholarly work. FSU may not expend any funds to support any programs or campus activities that advocate for diversity, equity, and inclusion, or promote or engage in political or social activism (s. 1004.06, F.S.).

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Other qualifying events may include: meetings sponsored by a government agency or industrial society if the meetings are of an academic nature and take place annually or biennially; juried competitions of a national or international scope that are held regularly; regular conferences on a specified topic at which attendance is by invitation only and is considered a prestigious accomplishment; and invited performances at regularly occurring meetings/festivals.

Individual Qualifications

To be eligible to apply, applicants must meet the following criteria:

- be a registered FSU doctoral student who has passed comprehensive exams or is in the dissertation stage (i.e., doctoral candidate) at the time of conference travel;
- have participated in one or more [Graduate Skills Workshops](#) offered by University Libraries as verified by sign-in no later than ten minutes of workshop commencement and an end of course questionnaire; and,
- have not previously been awarded a GSRC Travel Grant within the current fiscal year (July 1 to June 30).

Students may receive one travel grant per fiscal year. Each time a student applies, a different Graduate Skills Workshop must be completed. A student may not take two literature review workshops or repeat the specific topic of other workshops.

Applicants will be required to submit the following documentation:

- evidence of attendance at or acceptance to present at a regional, state, national, and international conference or performance venue (e.g., email confirming conference registration; conference agenda with your name as a presenter; email from the event confirming your acceptance);
- for presenters: presentation title and abstract/artist statement;
- their individualized FSU ORCID (Open Researcher and Contributor ID) account (*quickly complete at: <https://orcid.fsu.edu/>*);
- proof of application or request for college, program, or department funding even if denied;
- proof of timely application or request for funding from the [Congress of Graduate Students](#) even if denied; and
- proof that your advisor approves of the conference or event as appropriate to your educational program.

Important Planning Considerations

FSU Libraries does not provide workshops in between semesters. If the conference you plan to attend will take place near the start of the semester, you must take a Graduate Skills workshop the semester prior to meet our 15-day application deadline. We cannot make exceptions to this policy.

This specific travel grant program is funded by state appropriations, and as such, must make awards in compliance with Section 1004.06, Florida Statutes, and Florida Board of Governors (BOG) Regulation [9.016](#). This travel grant cannot be used to fund any items that violate these criteria. Accordingly, the online application requires students to certify that the event/conference and their own presentation/creative work do not violate the statute or BOG Regulation [9.016](#). Please review presentations and conference theme/organizing concept before submitting the application; when

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seeking reimbursement, also note that organizational memberships, pre-conferences, and sub-components must be in compliance for those components to be funded by this grant. If an applicant cannot certify compliance and/or the University determines that the event/conference and/or presentation/creative works are not in compliance, then the travel is not eligible for the Program's funding. In such instances, students should explore other available funding sources.

If an approved conference or event involves international travel, applicants must go to the FSU Global website at <https://global.fsu.edu/travel-policy/student-travel-policy> and complete any required forms, following all safety and pre-departure requirements. If your proposed travel is to a high-risk country, you must request and gain approval for an exemption. This process may require at least six weeks of advance planning. Travel to countries listed as State Sponsors of Terror by the U.S. Government is not permitted. This list includes, but is not limited to China, Cuba, Iran, North Korea, Russia, Syria, and Venezuela and is subject to change (click here to [review the current list](#)).

Questions about eligibility should be addressed to the Director of the Graduate Student Resource Center. All rules regarding this Program are subject to change and budget limitations.

Submitting the Application

The application link is available on the [GSRC website](#). Applications will be received during the following periods throughout the year. It is the individual student's responsibility to meet the application deadline for the appropriate period. Be mindful of the dates of the event, because:

- students will need to submit their application for an event occurring during the appropriate funding period;
- applications must be received by the GSRC (completed and accompanied by the required documentation) no less than 15 calendar days prior to their departure.
- late and incomplete applications will not be considered or processed, nor will applications submitted after travel has commenced.

Funding/Travel periods	Earliest date you may apply*
July 1 - October 31	June 1
November 1 - February 29	October 1
March 1 - June 30	February 1

*For international events occurring within the first two weeks of a given funding period, students may apply during the previous funding period.

These grants are available on a first come first served basis. Once the funds for a given period are awarded, the Graduate Resource Center cannot issue additional grants, regardless of an individual's eligibility status.

Once an application has been approved via email, no substitution will be allowed; if an individual wishes to use Program funding to support a presentation other than the one for which the original application was submitted, they must submit a new application prior to the application deadline. The approval of the initial application does not constitute or guarantee approval of subsequent applications.

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It is the individual student's responsibility to ensure that the application and all supporting materials are complete and clear. Applicants who are denied for missing or incomplete materials will be notified specifically about which materials were missing or incomplete and will be allowed to apply again during the appropriate funding period. Questions concerning necessary information and supporting materials should be addressed to the Graduate Student Resource Center at gsrc@fsu.edu.

Eligible Expenses and Reimbursement

Eligible expenses can be charged with the help of your departmental travel representative. The Program will support reasonable and necessary costs consistent with the travel policy of the University and your college.

The Program will fund or reimburse qualifying expenses up to the full amount of the award; unspent funds will be returned to the Office of the Provost. The travel representative will compile the expense report in Concur. Departments may contact gsrc@fsu.edu for the budget information needed to process the travel reimbursement. The Graduate Student Resource Center is the payer of last resort. For students who have obtained travel funding from multiple sources, the Graduate Student Resource Center must be billed last.

Travelers must save all receipts. Receipts must include: date of purchase, official (printed) vendor name and address, and billing information details (including the amount and payment by the approved traveler). Receipts for hotel costs paid fully by FSU must show a \$0 balance on the pre-approved price of the room. Any additional costs incurred must be placed on your personal credit card.

All outstanding receipts must be submitted to your department or the travel management system within 3 business days after the travel return date. If receipts are not submitted to the travel management system by 30 calendar days following your return, the award will be canceled, and you will be responsible for the costs of your travel that were intended to be covered by this grant.

Applicable Statutes and University Policies

- section [112.061](#), F.S.
- section [1004.06](#), F.S.
- BOG Regulation [9.016](#).
- FSU travel policy [4-OP-D-2-D](#)
- FSU Finance & Administration Policy [4-OP-A-9](#) (Internal Controls)
- Finance & Administration Policy [4-OP-D-1](#) (OMNI Departments)