

*Research and Creative Activity Travel Grant Program*

**Purpose**

The Graduate Student Resource Center's Research and Creative Activity 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 provides attendance grants and presentation grants. The Program gives priority to travel that cannot be funded entirely by departmental budgets or the Congress of Graduate Students – it is intended to augment existing travel funds rather than replace them. 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.

**Nature of Support**

The Program provides the following levels of support to doctoral students meeting the qualifications 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. Doctoral candidates may receive one grant each academic year.
- 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
- non-refereed, non-competitive poster presentations
- a series of presentations at other universities, museums or other institutions that are effectively invited lectures; or

*Research and Creative Activity Travel Grant Program*

- 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.).

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 Research and Creative Activity travel grant within the current academic year.

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

*Research and Creative Activity Travel Grant Program*

- conference registration; conference agenda with your name as a presenter; email from the event confirming your acceptance);
- 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.

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 Cuba, Iran, North Korea, and Syria but is subject to change (click [here](#) to review the current list).

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

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.

**Submit Your Application:**

The application link is available on the GSRC website. Applications will be received during the following periods throughout the year. Be mindful of the dates of your event, because:

- you will need to submit your 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 your departure.
- late and incomplete applications will not be processed, nor will applications submitted after travel has commenced.

*Research and Creative Activity Travel Grant Program*

<b>Funding/Travel periods</b>	<b>Earliest date you may apply*</b>
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.

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.

It is the individual doctoral student's responsibility to meet the application deadline for the appropriate period and to ensure that the application and all supporting materials are complete and clear. Applicants who are denied will be notified specifically about which materials were missing or incomplete and will be allowed to apply again during the appropriate funding period.

The GSRC will not consider late or incomplete applications. Questions concerning necessary information and supporting materials should be addressed to the Graduate Student Resource Center at [gsrc@fsu.edu](mailto:gsrc@fsu.edu).

**Eligible Expenses and Reimbursement**

Eligible expenses can be charged up front or following your travel 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](mailto: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

*Research and Creative Activity Travel Grant Program*

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 within 3 business days after the travel return date. If receipts are not submitted to your department 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**

- s. [112.061](#), F.S.
- 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)