CGSE TRAVEL GRANT INFORMATION: FALL 2022

APPLICATION DEADLINE: FRIDAY, NOVEMBER 11th, 2022

Students will be notified of award decisions via email no later than December 5th

Use for Travel Grants:
Students can apply for travel grants to cover a portion of travel expenses for academic and professional travel obligations. For example, to cover travel expenses to attend a conference, speaking engagement, professional training, etc. Students may use travel grant money to cover flights, bus or train tickets, accommodation, conference fees, etc. You may apply for grants to reimburse expenses that you have already purchased, or you may provide estimates for expenses that you anticipate for upcoming travel. In either case, **grants are awarded on a cost-recovery basis; by this model, students will pre-pay for travel arrangements then use grant awards as reimbursement.**

Travel Grant Eligibility and Awards:
Any graduate students currently enrolled in the School of Education are eligible to apply for travel grants. Students are eligible for up to one award per semester. Any funds awarded to students must follow the **University of Pittsburgh Safe Travel and Requirements.**

The amount of money awarded to each student is dependent upon their level of participation in the conference or professional engagement, and the details described on their supporting documentation included in the application. Students attending conferences or other professional engagements in the role of participant or service provider are eligible for grant awards up to $200. Students attending conferences or other professional engagements in the role of presenter, speaker or lecturer are eligible for grant awards up to $500.

Booking Travel with Grant Awards:
The University of Pittsburgh strongly recommends that students book travel through the official university travel partner, Anthony Travel, though it is not required. If you have not yet booked your travel, CGSE recommends using Anthony Travel.

Travel Grant Application Process:

1. Complete and submit the google form application: Travel Grant Application
   a. Upload all required documentation as one PDF document attachment in the space provided on the application form
   b. Use the following format name your pdf document: your first name_last name_travel (i.e. John_Doe_travel)
   c. Any online applications without accompanying documentation will be considered incomplete and ineligible for funding.
2. Prior to submitting the application google form, ensure that your grant request is eligible for reimbursement by reviewing the SORC Online Reimbursement Instructions (linked here).

3. You will receive an email confirmation indicating that your application has been successfully submitted. If further information is needed, we will contact you via email.

4. You will receive an email no later than December 5, 2022 notifying you of the award decisions.

5. If an award is granted, you will be invited to a mandatory awardee meeting, where detailed information will be provided about the process for submitting your reimbursement requests.

Required Documentation for Application:

1a. For presenters, speakers, lectures: A copy of your proposal acceptance email/letter.
   - If this is pending, please note in the comments section on the applications, and send via email when you receive it

1b. For participants or service providers: A copy of your conference registration or service appointment email/letter
   - If any aspects of this process are pending, please use the comment box at the end of this form to explain further.

2. Copies of transportation and accommodation receipts or projected costs.
   - If booking has not yet been completed, then please include information to indicate the projected expenses to be covered by the grant. For example, flight search with fare, hotel information for the conference that indicates room rates, train fare, etc.

Reimbursement Procedures for Awardees:

Reimbursements are issued through Student Organization Resource Center (SORC).

Please review the SORC Online Reimbursement Instructions before submitting.

- If you do not submit the appropriate receipts, you will not be reimbursed.
- Please allow 6-8 weeks from the time you submit your materials to receive your reimbursement.

Any questions regarding the application process may be directed to: grants.cgse@gmail.com

Thank you for your interest in travel grants offered by the Council for Graduate Students in Education.