Council of Graduate Students in Education (CGSE)

5100 Wesley W Posvar Hall, Pittsburgh, PA – 15260

Council of Graduate Students in Education | School of Education | University of Pittsburgh

CGSE Grants Committee: *grants.cgse@gmail.com*

CGSE TRAVEL GRANT INFORMATION: Spring 2023

APPLICATION DEADLINE: **Monday, February 13, 2023**
*Students will be notified of award decisions via email no later than **February 20th***

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 <u>one award</u> per semester; applicants may apply to *either* the CGSE Travel Grant **or** the CGSE Research Grant, not both. Any funds awarded to students must follow the University of Pittsburgh Safe Travel and Requirements.

Priority for awards will be given to applicants who were *not* awarded a CGSE fall grant, but CGSE fall grant awardees are still encouraged to apply.

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*. Award amount is dependent on the number of applicants and available funding; funding for your full request is *not* guaranteed.

Once grants are awarded, all reimbursement must be submitted within one month of purchase.

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 February 20, 2023 notifying you of the award decisions.

5. If an award is granted 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.

Please review this [Sample Documentation Form](#)

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.*