

# GSC Travel Awards Guidelines

---

## Contents

History & Mission .....	2
Travel Award Categories .....	2
Material Award .....	3
Presidential Travel Award .....	3
Award Values .....	4
Eligibility .....	4
Application Period .....	4
Application Terms and Conditions .....	5
Verification & Confidentiality .....	5
Essay Scoring .....	6
Winner Selection .....	7
Award Announcement .....	7
Award Disbursement .....	7
Submitting your Application .....	7

# History & Mission

The Graduate Student Council (GSC), in collaboration with Claremont Graduate University (CGU), allocates money annually for Graduate Student Travel Awards to support students' academic and professional development. The Graduate Student Council acknowledged that students are increasingly incurring more costs for their research, projects and presentations. In semester (Spring 2012), the GSC created a new award to subsidize some of the material costs spent by students. As of April 19, 2012, the Graduate Student Council approved new funds to be allocated to the new Material Awards Program.

The Travel Awards Program aims to support and encourage academic excellence beyond CGU's campus and to offer students opportunities to gain professional experience in their field by subsidizing travel costs for as many students as possible. The Material Awards Program aims to support and encourage academic excellence by providing students with reimbursement for material costs related to their academic endeavors.

## Travel Award Categories

There are three categories for Travel Awards that reflect the range of different academic disciplines available at CGU. There is only one category for the Materials Award. The following definitions shall apply to the GSC Travel and Material Awards Program.

### *Travel Award Category One*

**Conferences and Symposiums:** A conference and symposium, for the purpose of this program, are synonymous and defined as scientific or professional meetings where students, researchers, professionals and faculty share knowledge through information sessions, including but not limited to, talks, roundtables and poster sessions. These events are places where students are exposed to a breadth of information and experience that they might not receive otherwise. For purposes of funding, the student must register, pay for participation in the event and engage in the presentation of information on his/her research conducted at CGU in the form of a paper talk, panel discussion, roundtable, or poster presentation.

**Competitions:** A competition, for the purpose of this program, is defined as a professional event where the applicant presents his/her work as part of participation in a formal competition. Examples would include a business plan competition or a conference, which included a competitive component.

**Art Exhibits:** An art exhibit is defined as a professional event where artists display their work to an audience of their peers, prospective buyers, or museum visitors. For the purposes of funding, an invitation to bring your work to a prospective museum or gallery does not qualify for an award. Only the actual displaying of your artwork is eligible to be awarded. Participation in an exhibit opening is also eligible. Students must be required to be present during the presentation of their work to be considered eligible.

## ***Travel Award Category Two***

### ***Participation in research***

Research, for the purposes of this program, includes travel costs spent collecting data by the use of quantitative or qualitative methods. Research must be pertinent to one's field of study.

## ***Travel Award Category Three***

### ***Participation in professional development opportunities***

Professional development, for the purposes of this program, is defined as attendance at any training, workshop, or conference seminar on a specific subject relevant to the students' field of study. Any training or workshop in which the student received course credit for attendance is not eligible for a Travel Award.

## **Material Award**

This award is geared towards providing students with reimbursement for material costs related to their academic endeavors (presenting at a conference, conducting research, exhibiting academic work). The purchase of materials or third-party services must have occurred within the Event Period date range. Examples of some materials and services qualify include office supplies as posters, writing utensils, staples, a stapler, a three-hole-punch, paper, and professional photocopying-service fees, graphic design services, software, poster creation services.

## **Presidential Travel Award**

This award applies to applications submitted for a travel award. Material award applications ARE NOT eligible for this award. In collaboration with the President's Office, an award of \$500 is additionally given to the top applicant in each Travel Award period. This award amount is disbursed together with the regular Travel Awards. Winners are selected based on their level of participation at their stated event and the quality of their applications. The top two applicants from each Travel Awards category are selected and included in the nomination pool for the President's Travel Awards. The nominations are then evaluated to select the winner of the Presidential Travel Award. In the event of a tie, the distance and merit of the conference or event may also be considered.

# Award Values

## *Travel Awards*

Applications are eligible for up to \$300

## *Presidential Travel Award*

Applicant selected by the President's Office receives an additional \$500

## *Material Awards*

Applications are eligible for up to \$200

While the aim remains to award the maximum value at all times, in the event of many students who qualify and are all deserving, the GSC reserves the right to modify award amounts according to the distance of the events attended in order to maximize the number of awards given out.

# Eligibility

To be eligible for Travel and Material Awards, you must be enrolled in a graduate degree program at CGU through the application and award coverage period. You must be in good academic standing with at least a 3.0 overall graduate GPA. If your application is selected for an award, your name will be sent to the Dean of Students office for verification of GPA and academic status.

Awards are given only to individuals. If you are participating as part of a group, each individual within the group must submit his or her own application and his or her own essay. If group participants submit the same essay and/or application with each individual application package, they will all be disqualified. Individual students may submit as many applications per semester as they choose.

# Application Period

Travel and Material Awards work **retroactively**. You are not allowed to submit an application for an event until you have attended the event.

To view the current application period deadlines, visit the GSC website at [www.cgu.edu/gsc](http://www.cgu.edu/gsc).

Applications submitted BEFORE or AFTER the application period will not be considered.

Travel award recipients will be notified within one month following the application deadline. Travel awards will be disbursed with 2 weeks after travel awards disbursement paperwork is received.

# Application Terms and Conditions

## *Agreement to terms:*

By submitting an application, you have agreed to the terms and conditions of the current Travel Award process, procedures, requirements, and judging criteria. Please make sure to read the Travel Award guidelines and application process carefully and follow directions strictly. Failure to do so will disqualify your application. If you are unclear about any aspect of the application process, please contact the GSC before submitting your application. Please visit the GSC website for more information.

## *Multiple applications:*

Only one application can be submitted for each travel award category and one application for the material award. For example, you can apply for travel awards categories 1, 2, 3 and the material award. However, the essay portion for each application must be different from the other applications.

## *Multiple events:*

Multiple events (conferences, seminars, symposiums, research, projects, etc.) can be used for one application in one category. However, the events must occur during the event period listed below.

## *Late applications:*

Late applications will not be accepted for any reason.

## *Jurisdiction:*

Once submitted, your Travel or Material Award application becomes the property of the GSC.

## *Award decisions:*

All decisions are final. No petition or appeal process exists to reverse a decision.

# Verification & Confidentiality

No member of the GSC will have access to an applicant's GPA. A CGU staff member verifies GPA and enrollment status.

Only the Travel and Material Awards Committee Chair will see the content listed in sections 1 – 4 of the application and will assign each application an applicant number.

Committee members will only see and review the essay portion (section 5) only. Only the applicant's essay and applicant number will be listed on section 5 of the application.

# Essay Scoring

The judging criteria are intentionally broad to accommodate the wide variety of academic activities undertaken by CGU students. Each essay is read independently by three GSC members and is judged on five criteria described below. Each application's total score will be the sum of the individual ratings. An application can receive a maximum of 25 points. In the event of a tie, the merit and distance of the event may also be considered.

Review this section to make sure your essay convincingly covers all of the areas described below:

- 1) Academic significance (30 points)
  - Describe the academic significance of the research you presented.
  - For non-presentation categories, what was the academic significance of the event?
  - What was your motivation for participation? This should be understandable to persons outside the discipline.
- 2) Professional development (20 points)
  - Explain the specific relevance and benefits of the participation to your academic and professional career.
  - Relate the importance of this particular participation to your field.
  - Consider both short and long term relevance and benefits from your participation in the event.
- 3) Significance to CGU (30 points)
  - How does your participation in this event benefit CGU?
- 4) Style (10 points)
  - Logically written. The guidelines are to help you shape your essay towards the judging criteria.
  - Your essay must be written as one coherent piece.
- 5) Formatting and Grammar (10 points)
  - Professionally written and error free
  - Your essay must not exceed 600 words for Travel Awards and 200 words for Material Awards.
  - Essays must be typed using a 12 point font in one of the following font styles: Arial, Times or Times New Roman.
  - Do NOT write your name within the Essay portion of the application. To ensure fairness in judging, a random ID number will be assigned to your application and reviewers will only see the Essay portion of your application.

## **Additional tips:**

Please keep in mind that professional jargon and acronyms might be unknown to the judges. Please note also, that different software programs count words slightly differently. The GSC will use Microsoft Word to do the word count.

# Winner Selection

Award decisions are made on a competitive basis; not all applicants will receive awards. Since awards are based on merit, statements of financial need are not necessary. The Travel and Material Awards Committee composed of current GSC representatives (voting and non-voting) as well as active members of the GSC. Applications are judged anonymously – reviewers will not know the identity of the applicant. Also, reviewers will not be reviewing applications from students within their school. For example, a reviewer that is dual degree Drucker-SPE student will not be reviewing applications from the Drucker School and from the School of Politics and Economics.

# Award Announcement

After all applications have been reviewed for eligibility and essays scored, the GSC will announce Travel Award winners through a campus wide email. The announcement will be made within 30 days following the application period end date.

# Award Disbursement

Prior to the disbursement of funds, applicants will be required to validate their identity and provide a signed form from their academic or research advisor. Travel and Material Awards are taxable funds. Winners who are on CGU's payroll may receive their awards via the payroll system, with tax deductions made as in the normal process for tax withholding. Thus, the amount they receive may differ from the amounts disclosed above. Winners who are not on CGU's payroll are still liable for taxes and must declare their award in their tax statements.

# Submitting your Application

- 1) Download the Travel and Material Awards Application document from the GSC [website](#) through your CGU portal.
- 2) Name your application file according to your application type. For travel awards, label the file according to its category: "Category 1, 2, or 3". For the material award application file, label the file "Material."
- 3) Email your application to [Treasurer.GSC@cgu.edu](mailto:Treasurer.GSC@cgu.edu). If you are sending your application from a non-CGU email, you will need to send a scanned signed copy of Section 4 of the application along with your Word document application.
- 4) Once you email your completed application, you will receive an email confirmation that your completed application has been received. Please allow 24-48 hours to receive that email confirmation. If your application is not complete, we will send you a notification stating the items that are missing. You will have 24 hours from the time of that email to submit the missing sections.