

**Graduate Student Travel and Professional Development Support
FY 2018/19**

Conference Travel Funding

UCR Graduate Student Association Conference Travel Grant

The UCR Graduate Student Association provides conference travel funding support to graduate students. Please visit their website for more information and instructions on how to apply.

Website: <http://gsa.ucr.edu/conference-travel-grants/>

GSOE Faculty Support

GSOE faculty may provide travel funding support from one of their discretionary sources, if available. Please consult your faculty advisor or other appropriate faculty member for more information.

GSOE Graduate Student Travel Grant

GSOE provides graduate students with up to \$1,000 conference travel and professional development funding support to present at or attend professional research conferences as well as participate in professional development activities. See pages 3-5 for information on how to apply for conference travel funding.

Attendee Award Limit:

\$100 per event worldwide

Presenter Award Limit:

- \$300 per event in the Southwest (OR, CA, NM, AZ & NV)
- \$400 per event in the United States (Continental)
- \$500 per event in North America (AK, HI, Canada, Puerto Rico & Mexico)
- \$600 per event for all other locations

Per Student Award Limit:

GSOE provides graduate students with up to \$1,000 per year (July 1 – June 30) for both conference travel and professional development funding. There is no limit on the number of conferences or professional development activities the GSOE will fund as long as they do not exceed the combined \$1,000 cap.

Application Deadlines

Month of Conference End Date:	Deadline:
July 2018 – October 2018	September 1
November 2018	October 1
December 2018	November 1
January 2019	December 1
February 2019	January 1
March 2019	February 1
April 2019	March 1
May 2019	April 1
June 2019	May 1

Please reference the GSOE Travel Reference Guide for important policy information and guidelines applicable to planning your trip. For example, GSOE cannot prepay airfare or conference registration fees for student travelers nor reimburse a non-cash payment method (e.g. gift cards or frequent flier miles).

Professional Development Funding

GSOE provides graduate students with up to \$1,000 conference travel and professional development funding support to present at or attend professional research conferences as well as participate in professional development activities. See pages 3-5 for information on how to apply for professional development funding.

Professional development activities include but are not limited to:

- Non-conference travel (e.g. Student is an invited speaker at an event)
- Training (e.g. ABA preparation seminar, specialty research equipment training, statistics workshop, student affairs workshop)

Per Activity Limit:

- \$150 per event in the Southwest (OR, CA, NM, AZ & NV)
- \$200 per event in the United States (Continental)
- \$250 per event in North America (AK, HI, Canada, Puerto Rico & Mexico)
- \$300 per event for all other locations

Per Student Award Limit:

GSOE provides graduate students with up to \$1,000 per year (July 1 – June 30) for both conference travel and professional development funding. There is no limit on the number of conferences or professional development activities the GSOE will fund as long as they do not exceed the combined \$1,000 cap.

Application Deadlines

Month of Development Activity:	Deadline:
July 2018 – October 2018	September 1
November 2018	October 1
December 2018	November 1
January 2019	December 1
February 2019	January 1
March 2019	February 1
April 2019	March 1
May 2019	April 1
June 2019	May 1

Please reference the GSOE Travel Reference Guide for important policy information and guidelines applicable to planning your trip. For example, GSOE cannot prepay airfare or conference registration fees for student travelers nor reimburse a non-cash payment method (e.g. gift cards or frequent flier miles).

Special Considerations

CA Assembly Bill 1887

California Assembly Bill 1887 prohibits state-funded travel to certain states. The states currently subject to this restriction include Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Dakota, Tennessee, and Texas. For more information on AB 1887, please visit:

<https://oag.ca.gov/ab1887>.

Please note that this may impact funding support from the Graduate Student Association and GSOE faculty members (depending on fund source availability).

For the FY 2018/19 year, this does not impact the GSOE Graduate Student Travel Grant. The GSOE is able to fund travel to all states this fiscal year.

Funding Changes

Guidelines for the GSOE Graduate Student Travel Grant are subject to change based on funding availability. The department will notify students of any changes to these guidelines.

Graduate Student Travel and Professional Development Support Checklist

Pre-Conference/Professional Development Activity

Step One: Complete Application Packet

Application packet must include:

- Completed Application Form (see page 5)
- Signed support letter from faculty advisor, graduate advisor, or area group convener (electronic signatures are acceptable; see below for guidelines)
- Abstract of presentation (for conference presenters only)
- Presentation acceptance letter, copy of conference program, or other proof of presentation (for conference presenters or non-conference invited speaker opportunities only)
- Description of professional development activity (if applicable)

Note: You are not required to register for a conference prior to applying for this travel grant.

Step Two: Submit Completed Application Packet by Applicable Monthly Deadline

Submit packet to Alison Rodriguez at one of the following locations:

- Via email at alison.rodriquez@ucr.edu
- Mailbox in Dean's Office, Sproul 1207 or in-person in Business Office, Sproul 1223
- Mail to UCR Graduate School of Education, Attn: Alison Rodriguez, 900 University Avenue, Riverside, CA 92521

You will receive an application status letter via email once your application has been processed.

Support Letter Guidelines

The signed support letter must confirm the following:

- Applicant is a GSOE graduate student in good standing
- Attending the conference or other activity is beneficial to the student's professional development
- Research to be presented was conducted at UCR (for conference presenters only)

Please feel free to use the GSOE Support Letter template (see page 6). If you are applying to both a GSA and GSOE Conference Travel Grant, GSOE will accept a copy of the signed GSA support letter template.

Post-Conference/Professional Development Activity

Step One: Prepare for Reimbursement

- Complete the GSOE Travel Expense Worksheet available at: <http://education.ucr.edu/pdf/gsoetew.pdf>
- Compile all required original receipts as listed on the Travel Expense Worksheet as well as proof of attendance (e.g. name badge)

Step Two: Submit Completed Reimbursement Packet

Submit packet to Karen Naples at one of the following locations within seven days of the last day of the conference or activity:

- Mailbox in Dean's Office, Sproul 1207
- In-person in Business Office, Sproul 1223
- Mail to UCR Graduate School of Education, Attn: Karen Naples, 900 University Avenue, Riverside, CA 92521

Joint GSA/GSOE Reimbursements

If you receive funding from both the Graduate Student Association (GSA) and GSOE, please first submit your reimbursement request to the GSA following their standard procedures. After reviewing your documentation, GSA will forward their funding award letter and your receipts to GSOE for final processing. GSOE will ensure you are reimbursed up to the maximum dollar amount awarded by both organizations. Please note that the GSA may provide funding as a travel reimbursement or as a stipend through your student account. *GSOE cannot process reimbursement without first receiving the GSA award letter.*

Contact Information

If you have questions about GSOE's application or review process, please contact:

Alison Rodriguez, Financial Operations Manager
alison.rodriguez@ucr.edu / (951) 827-5908

If you have questions about GSOE's Travel Expense Worksheet or reimbursement process, please contact:

Karen Naples, Purchasing Assistant
karen.naples@ucr.edu / (951) 827-5976

GSOE Graduate Student Travel/Professional Development Funding Application

Student Information

Name: _____ **Student ID Number:** _____

Phone Number: _____ **Email Address:** _____

Degree in Progress: _____ **Area of Specialization:** _____

Degree Begin Date: _____ **Expected Graduation Date:** _____

Faculty Advisor: _____

Conference or Activity Information

Conference or Activity Name: _____

Location (city & state): _____

Website: _____

Begin Date: _____ **End Date:** _____

Participation Level:	Conference Presentation Type (if applicable):
<input type="checkbox"/> Conference Attendee	<input type="checkbox"/> Poster
<input type="checkbox"/> Conference Presenter	<input type="checkbox"/> Paper/Talk
<input type="checkbox"/> Professional Development Activity	<input type="checkbox"/> Other (please specify)

Funding Information

Please check all potential funding support for this trip.

<input type="checkbox"/> GSOE Faculty Member	Estimated Amount: _____
<input type="checkbox"/> Graduate Student Association (GSA)	Estimated Amount: _____
<input type="checkbox"/> Conference or Professional Scholarship	Estimated Amount: _____
<input type="checkbox"/> Other (please specify)	Estimated Amount: _____

Certification

I agree to all terms of the GSOE Graduate Student Travel and Professional Development program and certify that the information provided in this application is accurate and complete to the best of my knowledge.

Student Signature: _____ **Date:** _____

GSOE Graduate Student Travel/Professional Development Support Letter

Student Name: _____

Conference or Activity Name: _____

Participation Level:

- Conference Attendee**
- Conference Presenter**
- Professional Development Activity**

Conference Presentation Type (if applicable):

- Poster**
- Paper/Talk**
- Other (please specify)**

Date: _____

I am writing to support this graduate student's request for funding support to attend the above listed conference or professional development activity. The student is in good standing, and this activity is beneficial to the student's professional development.

If applicable, the research to be presented was conducted at UCR. __ Yes __ No __ N/A

Faculty Name: _____

Faculty Signature: _____