

**Graduate Student Travel and Professional Development Support
FY 2021/22**

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: <https://gsa.ucr.edu/ctg/>

SOE Faculty Support

SOE 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.

SOE Graduate Student Travel Grant

SOE provides graduate students with up to \$1,400 conference travel and professional development funding to present at or attend professional research conferences as well as participate in professional development activities.

Region Award Limits:

Region	Region Definition	Maximum Award Amount
Attendee	Not presenting	\$100
West	CA, OR, WA, NV, AZ, UT, ID, MT, WY, CO & NM	\$400
Continental	Midwest, East Coast, AK, HI, Canada, PR & Mexico	\$600
International	Locations outside the continent from which you depart	\$900

Per Student Award Limit:

SOE provides graduate students with up to \$1,400 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 SOE will fund as long as they do not exceed the combined \$1,400 cap.

Deadlines

Month of Conference End Date:	Application Deadline:	Award Notification Deadline:
July 2021 - November 2021	October 1	October 31
December 2021	November 1	November 30
January 2022	December 1	December 31
February 2022	January 1	January 31
March 2022	February 1	February 28
April 2022	March 1	March 31
May 2022	April 1	April 30
June 2022	May 1	May 31

Please reference the SOE Travel Reference Guide for important policy information and guidelines applicable to planning your trip. For example, SOE 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). The Travel Reference Guide is available via Workfront along with a signed award letter.

Professional Development Funding

SOE provides graduate students with up to \$1,400 conference travel and professional development funding to present at or attend professional research conferences as well as participate in professional development activities.

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, continuing education courses, specialty research equipment training, statistics workshop, student affairs workshop)
- Memberships in professional organizations (no more than two memberships per year per student)

Activity Award Limits:

Region	Region Definition	Maximum Award Amount
West	CA, OR, WA, NV, AZ, UT, ID, MT, WY, CO & NM	\$200
Continental	Midwest, East Coast, AK, HI, Canada, PR & Mexico	\$300
International	Locations outside the continent you depart from and return to.	\$450
Online	Travel not required	\$300

Per Student Award Limit:

SOE provides graduate students with up to \$1,400 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 SOE will fund as long as they do not exceed the combined \$1,400 cap.

Deadlines

The same deadlines apply to professional development funding applications as travel grant applications.

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, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Oklahoma, South Carolina, South Dakota, Tennessee, Texas,

West Virginia, and Ohio. For more information on AB 1887, please visit: <https://oag.ca.gov/ab1887>. *For FY 2021/22, this impacts the SOE Graduate Student Travel and Professional Development Support Program. The SOE is not able to fund travel to the restricted states.*

Funding Changes

Guidelines for the SOE 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

Submit Application Request through Workfront

1. Use this link to access the Workfront Requests: <https://ucrivside.my.workfront.com/requests>
2. Use the following order for submission :
Request Type→SPP/SOE Requests→Request for Financial Services
3. Enter all fields that are required. The SPP/SOE Financial Services Request Type will be Student Travel Grants.
4. Requestors must attach the following to the Workfront request :
 - 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.

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

Support Letter Guidelines

The signed support letter must confirm the following:

- Applicant is a SOE 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 SOE Support Letter template here: [Faculty Support Letter](#). If you are applying to both a GSA and SOE Conference Travel Grant, SOE will accept a copy of the signed GSA support letter template.

Post-Conference/Professional Development Activity

Step One: Prepare for Reimbursement

- Compile all required original receipts as well as proof of attendance (e.g. name badge). Required receipts include airfare, conference registration, lodging, rental car, and individual ground transportation expenses of \$75+.
- Please note that a Certificate of Completion is required for all continuing education courses and other professional development activities.

Step Two: Submit Reimbursement Online

1. Use this link to access the Workfront Requests: <https://ucriversion.my.workfront.com/requests>
2. Use the following order for submission :
Request Type → SPP/SOE Requests → Request for Financial Services
3. Enter all fields that are required. The SPP/SOE Financial Services Request Type will be Reimbursement.
4. Requestors must attach all receipts from step one, along with the signed award letter from the Dean, into the Workfront request.

Joint GSA/SOE Reimbursements

If you receive funding from both the Graduate Student Association (GSA) and SOE, 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 SOE for final processing. SOE 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. *SOE cannot process reimbursement without first receiving the GSA award letter.*

Contact Information

If you have questions, please contact:

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