

Old Dominion University
Graduate Student Research Travel Award
Guidelines

APPLY EARLY AS FUNDS DEplete QUICKLY!

- * **Deadline: Minimum of 30 days prior to travel date.** *Late applications will be denied with no exception and will not be reviewed.*
- * **Application *must* be submitted electronically in Adobe Acrobat DC.**
- * **Incomplete applications will be denied, will not be reviewed and cannot be resubmitted.**
- * **Travel must occur prior to date of graduation.**
- * **Only 3 applicants attending the same conference will be approved.**

The Graduate Student Research Travel Award was established to support graduate students' travel to local, regional, national and international conferences sponsored by professional organizations for the purpose of presenting the results of their research, conducting research, exhibiting or performing creative works, competing or attending in order to enhance their research efforts. *Travel related only to networking, job search, co-curricular activities, internships, courses, leadership, study abroad, presenting someone's research other than applicant's research, etc., is excluded.*

General Guidelines

- Students can receive only one award as a master's level student and one as a phd level student
- during their graduate academic career.

This is a competitive award, so not all applications may be approved for funding. While a student's research and the value of the conference are important, ***other aspects of the application are evaluated including thoroughness of application, ability to follow***

- ***instructions and ability to articulate points required in the justification essay.***

Available only to students in good academic standing, registered at least part-time in the semester when application is made and at least part-time in the semester of travel. *** Summer Exception: When registered for the previous spring and the upcoming fall semester, students may apply and travel during the summer. If the upcoming fall hours following the travel are dropped without serious extenuating circumstances, the award will be forfeited. If any prepayments have occurred, a hold will be placed on the student's account until the University

- is reimbursed by the student for the amount awarded.

IF STUDENT IS APPROVED FOR THIS AWARD, DOES NOT ATTEND AND DOES NOT NOTIFY THIS OFFICE BY THE CONFERENCE DATE, STUDENT WILL BECOME INELIGIBLE TO APPLY

- **FOR A FUTURE AWARD.**

Only 3 applicants will be approved to attend the same conference to ensure equitable distribution of funds across colleges. THIS IS NOT A "GROUP APPLICATION" PROCESS. Applicants must apply

- individually. Applicants will be reviewed and considered on a first come/first served basis.

If a student finds they cannot attend the conference after any expenses have been prepaid by the University, barring an emergency, they will be financially responsible for reimbursing the University. If funds are not reimbursed within 30 days of cancellation of attendance, a hold will

- be placed on the student's account until payment is received.

If evidence presents itself that requests are being made for duplicate reimbursements from

multiple departments, the award will be forfeited and any expenses prepaid by the university must be reimbursed by the student to the university. If funds are not reimbursed within 30 days of notice, a hold will be placed on the student's account.

Award/Expenses

- Award covers up to \$500 of the following expenses ONLY:
 - Conference registration fee
 - Hotel (AirBnbs are not eligible for reimbursement.)
 - Round-trip transportation to the city of conference (plane, train, ECONOMY rental car, personal car). If a non-economy rental is required, an email from your advisor is required to justify the expense, i.e., to transport equipment or multiple students)
 - Hotel parking
- Following expenses are not covered:
 - Food
 - Shuttles or rental cars within the city of the conference
 - Optional insurances and refuel charges for rental car
 - Other incidentals
- Conference registration fee and fares (not hotel) can be prepaid directly to the vendors by the University prior to travel or can be reimbursed to the student following the conference.
- The amount awarded up to \$500 will depend, in part, on the number of applications received, the budget available and on the priority given the application by the selection committee.

Selection Process

- Applications will be reviewed and scored by a selected committee comprising members from the following:
 - Student Engagement and Enrollment Services
 - Student Government Association
- Please call if you have not been notified within two weeks of submitting your application.

Submission Requirements

- Application and supporting documents must be submitted electronically as e-mail attachments. (Do not include documents inside email message.) Hard copies will not be accepted.
- **LATE APPLICATIONS WILL BE DENIED WITHOUT EXCEPTION and WILL NOT BE REVIEWED.** Applications are due minimally 30 days prior to the conference date, but students are encouraged to apply earlier when possible as funds deplete quickly.
- **INCOMPLETE SUBMISSIONS WILL BE DENIED WITHOUT EXCEPTION, WILL NOT BE REVIEWED AND CANNOT BE RESUBMITTED.** Follow the Student Checklist to ensure completion of your submission.

Applications will be denied for inadequate, unclear responses to any of the required points of the justification essay. Resubmission of the essay IS NOT permitted.

- Upon notification of approval, students must meet with Debbie Woodell within one week of notification to review the financial process. This can be done by ZOOM, phone or email.

Following Your Conference

Submit by email attachment your summary and receipts within one week following your conference to Debbie Woodell (contact info below). Review the provided Financial Instructions prior to submitting receipts to ensure all receipts meet the requirements to avoid delays in your reimbursement.

Your reimbursement will be delayed if you do not submit documents/receipts as described in the Financial Instructions, as the State has non-negotiable requirements.

**FMI:
Debbie Woodell
SEESTravel@odu.edu
757-683-7120**

**Division of Student Engagement & Enrollment Services
2008 Webb Center**

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Academic Enhancement
Student Government Association**

Old Dominion University

Graduate Student Travel Award

Student Checklist

Read Guidelines to ensure you submit all required documents.

Complete application form in Adobe Acrobat DC. Applications completed in other programs will be corrupted during transmission. Application is designed to allow you to return to complete.

Prepare Vita/Resume (***Attach to e-mail with application.***).

Obtain proof of invitation if presenting or performing (***Attach to e-mail with application.***)

Obtain IRB Approval if applicable. (***Attach to email with application.***)

- ☐ **Within one (1) week of returning from conference**, submit the following by email attachment to Debbie Woodell at SEESTravel@odu.edu.
 - ☐ **Summary Report:** One-page, single-spaced report identifying and describing 3 points learned at the conference.
 - ☐ **Receipts** for which you will be reimbursed up to \$500 to include:
 - Flight/train/rental car receipt that includes itinerary and payment information
 - Gas receipts for rental car used for roundtrip transportation to city of conference
 - All ***original*** boarding passes; if using electronic passes, email a screen shot.
 - Conference registration fee receipt
 - Hotel receipt (Include names of others sharing hotel room if applicable.)
 - If driving your personal car, you will be reimbursed based on a mileage rate that covers gas and wear and tear on your car. If another person rides with you and shares the gas expense, you will be expected to reimburse the rider for their contribution.
 - If receipts do not reflect required information, you may be asked to submit your credit card statement that reflects the charge.
 - Type of and last 4 digits of credit cards used for payments if not indicated on receipts.

Deadline: Minimum of 30 Days Prior to Travel
Late and incomplete applications will be denied with NO exception, will not be reviewed and cannot be resubmitted!

Advisor Email:

Name of Conference (***no acronyms***): _____

Location of Conference (city/state): _____

Conference Website: _____

Sponsored by (professional organization—***no acronyms***):

Dates of Conference: _____

Date of Departure: _____ Date of Return: _____

Type of Conference:

☐ International

☐ National

☐ Regional

☐ State

☐ Local

☐ Other (please specify): _____

Indicate type of activities in which you will engage:

☐ Panel Presentation

☐ Paper Presentation

☐ Poster Presentation

☐ Artistic Performance

☐ Artistic Demonstration

☐ Other (Please specify): _____

☐ Attending Only

Title of presentation/performance/demonstration:

Does your project involve human subjects, animals, or bio-safety hazards?

☐ Yes (***If checked yes, approved IRB must be submitted with application.***)

☐ No

Please itemize your travel budget. Only the following types of expenses will be covered. Do not guess at costs; have costs confirmed by the providers. INDICATE ALL COSTS EVEN IF THEY EXCEED THE MAXIMUM AWARD AMOUNT.

Trip Costs	Dollar Amount	Your Expense (If Sharing)
Flight/Train (Round Trip):		
Rental Car:		
Round Trip Mileage (If driving your own car):		
Conference Fees		
Conference Registration Fee:		
Hotel Fees: AIRBnbs and similar alternative lodgings are not reimburseable.		
Hotel Daily Rate w/o Tax:		
Total Cost of Stay with Tax:		

Hotel Name, City and State: _____

- If any expenses are to be paid by others or if receiving awards by others, please indicate:

[illegible]

Justification Essay

(Be specific)

1. Provide a concise description of your presentation/performance/exhibition/conducted research, its relationship to your goals and the value/importance of its application to the world at large. A copy or portion of the abstract is not acceptable. If attending only, address the relationship of attending the conference to the development and application of your research

2. What do you hope to accomplish professionally and personally from presenting at or attending this conference?

a. Professionally

b. Personally

b. What do you hope to contribute to your discipline by presenting at or attending this conference?

SIGNATURE OF AGREEMENT

By my digital signature in the spaces below, I affirm that I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying and acknowledge that I must meet all conditions of eligibility, including required enrollment, in order to receive an award from the Graduate Student Travel Fund. I understand that if I do not attend the conference after vendor payments have been made (barring an emergency out of my control), I will be held responsible for reimbursing the University for the prepaid amounts. If payment has not been made within 30 days of cancelling attendance, a hold will be placed on my account until payment is made.

Digital Signature of Applicant – Complete the following information twice.

Name: _____ UIN: _____ Date: _____

Name: _____ UIN: _____ Date: _____

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Student Responsibilities & Expected Conduct

I have read the guidelines for and understand the requirements associated with requesting and receiving the Graduate Student Travel Award and will follow all departmental and university policies and procedures regarding travel. I understand my award can be forfeited under the following conditions and that I can be held financially responsible for the award.

- ☐ Not attending the Conference after prepayments have been made to vendors unless lack of attendance is due to an emergency out of my control. If not an emergency and if payment is not made within 30 days of canceling travel plans, a hold will be placed on my account until payment is made.
- ☐ Copying another student's Justification Essay and inserting information relative to my application.
- ☐ If the University is informed of any violations to ODU's Code of Student Conduct, I understand that I am representing my discipline and Old Dominion University and am expected to behave in a professional manner. As an ODU student, I am bound by the Code of Student Conduct and violations that might subject me to review by the University upon my return. If my behavior during the conference reflects otherwise and the University is contacted, this action will forfeit the award, and I will be responsible for reimbursing any prepaid amounts. If prepaid amounts are not paid with 30 days of decision, a hold will be placed on my account until payment is received.
- ☐ If a vendor prepayment (flight or conference fee) expense exceeds the award, I will be responsible for reimbursing the University the balance ***prior to any payment being made.***
- ☐ Not submitting my summary report upon return from the conference. I acknowledge that submission of my name and UIN serves as my signature. **I have read the above expectations related to this award and agree to follow them.**

Failure to comply with any of the above requirements could result in my having to reimburse part or the entire award.

Dates of Travel: _____

Conference Title: _____

Professional Organization: _____

Digital Signature of Applicant – Complete the following information twice.

Name: _____ UIN: _____ Date: _____

Name: _____ UIN: _____ Date: _____

Submit application by email to:

Debbie Woodell
SEESTravel@odu.edu

Include in Email Subject Line: UG Travel+Your Last Name

**Division of Student Engagement & Enrollment
Services 2008 Webb Center
757.683.7120**

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