

Event date: from \_\_\_\_\_ to \_\_\_\_\_

# Conference Travel Grant Application

*Please complete this application completely and accurately. Shaded areas are for office use only.*

Name: \_\_\_\_\_ SID# \_\_\_\_\_

*Your application cannot be processed without a UCR Student ID number. Do not list your Social Security Number.*

Home address: \_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, ZIP)

Campus address: \_\_\_\_\_

*Both addresses are required. Please check the one to which you would prefer to have correspondence sent. All reimbursement checks are sent to your department mailing address.*

Home phone # \_\_\_\_\_ Campus phone extension: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Degree in progress: \_\_\_\_\_ Program/Subject: \_\_\_\_\_

Graduate student at UCR since: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Faculty advisor: \_\_\_\_\_

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Presentation: \_\_\_\_\_ (attending only, poster, talk, performance)

Will you request financial support from other sources for this event?  Yes  No

*Please list sources and amounts below. Indicate whether the amounts are matching grants or lump sums.*

|                  |       |                 |       |
|------------------|-------|-----------------|-------|
| <b>Sources:</b>  | _____ | <b>Amounts:</b> | _____ |
| (including       | _____ | (also indicate  | _____ |
| advisor,         | _____ | the kind of     | _____ |
| department,      | _____ | award: fixed    | _____ |
| conference       | _____ | amount,         | _____ |
| organizers,      | _____ | matching        | _____ |
| professional     | _____ | grant, balance  | _____ |
| associations...) | _____ | of expenses...) | _____ |

Please estimate your expenses. Travel: \_\_\_\_\_

Accommodation: \_\_\_\_\_

Registration: \_\_\_\_\_

**By your signature, you agree to all the terms of the GSA Conference Travel Grant Program and certify that the information provided on this application is accurate and complete to the best of your knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|               |  |
|---------------|--|
| Application # | Receipts: Travel: _____ Accommodation: _____ Registration: _____   |
|               | Allowances: Travel: _____ Accommodation: _____ Registration: _____ |
|               | Estimated Outside Funding: _____ Award: _____                      |

*This application form is dated September 24, 2007. Please ensure that it is current by visiting our web site at <http://www.gsa.ucr.edu/travelgrant>*

Family name(s)

Given name(s)

# Conference Travel Grant Application Checklist

*Please read carefully.*

*If you do not follow the instructions your funding will be delayed and may be denied.*

**Item to be submitted the first day of the month proceeding your conference end date:**

- A Conference Travel Grant application filled out **completely** and signed.

**Items to be submitted before your conference begins:**

- An **original verification letter** from your faculty advisor, department graduate advisor or department chair (see below).
- In addition, **if you are presenting:**
  - An abstract of your presentation.
  - Proof that you are presenting. This can be an acceptance letter from the conference organizers or a page from the conference program.

**Items to be submitted within two weeks of the end of your conference:**

- A Conference Travel Grant expense report form, filled out **completely** and signed, with **original receipts** for all expenses claimed.
- Proof of participation. You can request a letter to that effect when checking in at your conference.

**If you are unsure about a document, submit it!**

## Verification letter guidelines

***The GSA is not the NSF and we do not require a "standard" recommendation letter. However, we do require that a senior UCR faculty member (thesis/dissertation advisor, faculty advisor, department graduate advisor or department chair) verify the following information in writing:***

- That the applicant is a UCR graduate student in good standing.
- That attending the event is beneficial to the applicant's professional development.
- In the case of presenters, that the research to be presented was conducted at UCR.
- Whether or not the applicant has other sources of funding and, if so, how much money the applicant can be expected to receive from those sources.

## Where to submit completed applications and supplemental materials.

**By campus mail:**

Conference Travel Grant Committee  
Graduate Student Association  
Commons Bldg, Room 203

**We accept no e-mail submissions, as all documents must be original.**

**By regular mail:**

Conference Travel Grant Committee  
Graduate Student Association  
Commons Bldg, Room 203  
University of California  
Riverside, CA 92521