

# **Graduate Student Council**

## **Travel Awards**

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contains all the information you will need to correctly complete and submit your application.

## Graduate Student Travel Awards

The Graduate Student Council (GSC), in collaboration with Claremont Graduate University (CGU), allocates a total of \$20,000 annually for Graduate Student Travel Awards to support students' academic and professional development.

### Goals of the Travel 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 they can use when applying for competitively funded grants. ([back to contents](#))

### Categories of Travel Awards

There are three categories of Travel Awards that reflect the range of different academic disciplines available at CGU. The following definitions shall apply to the GSC Travel Awards Program:

#### **Category 1: Presentation in competitions, conferences, symposiums or art exhibits**

- **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, for the purpose of this program, 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.

#### **Category 2: Participation in research**

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

#### **Category 3: 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.

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## Presidential Travel Awards

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 are disbursed. 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. ([back to contents](#))

## Travel Awards Value

Category 1 applications are eligible for up to \$300

Category 2 applications are eligible for up to \$300

Category 3 applications are eligible for up to \$300 ([back to contents](#))

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 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.

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. However, only one project per semester, if chosen, will be funded. ([back to contents](#))

## Application Periods

Travel awards work retroactively. There are two qualifying periods per academic year.

### **Period 1: Fall Travel Awards: Events between May 1<sup>st</sup> – October 31<sup>st</sup>**

Your event must occur within the time period indicated, and in the same year of the application, i.e. you may not apply for an event in the following year. Application opens October 26<sup>th</sup> and closes November 6<sup>th</sup> at 4:30 pm. Processing of awards and disbursement of funds will be complete by the end of November.

### **Period 2: Spring Travel Awards: Events between November 1<sup>st</sup> – April 30<sup>th</sup>**

Your event must occur within the time period indicated, from November preceding, to April of the same year of application. Application opens April 26<sup>th</sup>, and closes May 7<sup>th</sup>, at 4:30 pm. Processing of awards and disbursement of funds will be complete by the end of June.

Applications are only accepted during the Travel Award application period. Applications submitted BEFORE or AFTER the application period will not be considered.

The GSC will send email notification of each Travel Award application period one month before the first day for submission. However, the application periods are permanently posted on the GSC website for your information to help you with your planning. ([back to contents](#))

## Conditions of Application

**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.

**Late applications:** Late applications will not be accepted for any reason.

**Jurisdiction:** Once submitted, your Travel Award application becomes the property of the GSC.

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

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## Verification & Confidentiality

No member of the GSC will have access to applicants' GPA. The GPA and enrollment status are verified by a CGU staff member. Only the Travel Awards Committee Chair will see the cover page. Committee members will see and review the application and essay only. [\(back to contents\)](#)

## Selection of Winners

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 Awards Committee, composed of current GSC representatives, will judge applications in an anonymous review. Applications are judged based on the Travel Award category. Students who submit an application for a particular category compete only against other students in that same category.

**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 rated on a scale of one to five (one representing the lowest score). Essays will be judged on description of the work you presented or research you participated in and its significance or contribution to your field, the relevance and benefits of your participation to your academic work and to CGU in the short and long term, and your overall presentation. A more detailed set of guidelines can be found in the *Travel Awards Application Guide* below.

Each application's total score will be the sum of the three individual ratings. In the event of a tie, the merit and distance of the event may also be considered [\(back to contents\)](#)

## Travel Awards Announcement

After the GSC selection process, the final names are sent to the Dean of Students office for verification of GPA and academic status. Only after completion of that process, will the GSC announce Travel Award winners through a campus wide email. Every effort will be made to announce the winners within a month of the closing date for applications. [\(back to contents\)](#)

## Travel Award Disbursement

Travel Awards are taxable funds. Winners who are on CGU's payroll will receive their awards via the payroll system, with tax deductions made as in the normal process for tax withholding. Thus, the amount they receive will 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. [\(back to contents\)](#)

## Travel Awards Application Guide

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Download the Travel Awards Application Package from the GSC website. This is a 3 page interactive PDF document with 2 forms (Cover Page and Event Information Page), and a process checklist to help you ensure you complete and submit your application accurately.

### Application Forms

Fill in the **Cover Page** and **Event Information** page. All parts of the cover page and event information page that include a grey box must be filled out electronically before printing.

Print out and submit the Cover Page, and three copies of the Event Information page.

Do not write on the application in pen or pencil, except for signatures.

You must sign the application. Your advisor must read and sign your application also.

### Travel Awards Essay

Include three copies of your essay in the application package.

The essay must not exceed 600 words, and must cover the following areas:

1. A brief description of the work you presented, the research you participated in, or the event you attended – the significance of the work/research/event, your motivation for participation. This should be understandable to persons outside the discipline; keep in mind that professional jargon and acronyms might be unknown to the judges.
2. Explain the relevance and benefits of the participation to your academic and professional career. You should relate the importance of this particular participation to your field.
3. Explain the personal benefits of the event, and how CGU benefits, both in the short & long term.

Pay attention to the overall presentation – is it logical, coherent and clear, do you use formal academic style and grammar?

NB: These are not separate essay questions to be answered in 3 parts, but guidelines to help you shape your essay towards the judging criteria. Your essay must be written as one coherent piece.

Essays must be typed using a 12 point font, Times or Times New Roman, and must be double spaced, printed on one side of the paper only.

**Handwritten essays and essays that do not follow these requirements will, strictly, not be accepted.**

Do NOT write your name on the Travel Awards Essay. To ensure fairness in judging, a random Travel Awards ID number will be used to identify you, instead of your name.

Email your essay to the GSC for word count verification. Please email word documents. **DO NOT SEND PDF DOCUMENTS.** Email: [gsc@cgu.edu](mailto:gsc@cgu.edu)

In addition, you must include the required **three paper copies** in your application package.

### Confirmation of Participation

You must include travel and/or event participation confirmation, preferably in the form of proof of registration. If you presented your work, an acceptance letter from the conference, competition, symposium, or art gallery is also necessary to prove that you have participated rather than just attended. If you conducted research, submit confirmation of participation if one was granted to you. However if none was granted, please state that in the 'Statement of absence of confirmation' section on the Travel Awards Application.

### **Statement by Faculty Advisor (optional)**

Your faculty advisor should state the reasons this event is important to your career and how the type of activity is relevant to your field. The statement must be typed and included with the application package.

### **Application Checklist**

Your completed application package must include the following:

1. cover page – 1 copy. Make sure both you and your advisor have signed this page.
2. event information page – 3 copies
3. application essay – 3 copies (your name must NOT appear on these copies)
4. confirmation of participation
5. statement by your professor (optional)

Use the checklist that comes with your Application Package to make sure you have completed your application correctly.

### **Submission of Application**

All components of your application (cover page, event information page, and three copies of your essay) must be placed in a single envelope.

Do not staple or attach the cover page, application, or essay copies to each other.

The envelope must be sealed and marked 'Travel Awards Application' and directed to the Graduate Student Council.

Applications must be sent only via the CGU mailroom (basement of McManus). Or, you may mail your application to:

Graduate Student Council  
Claremont Graduate University  
150 East Tenth Street  
Claremont, CA 91711

**Please note that the GSC no longer has an office in the basement of Harper Hall. Therefore, please make sure that your applications are sent either by mail or hand-delivered to the CGU mailroom at the basement of McManus.**

Applications must be received no later than 4:30 p.m. of the last day for submission.

If you are mailing your application, remember that it must ARRIVE by the stipulated deadline so make allowances for mailing time.

Please note that submissions both BEFORE and AFTER the application period will be disqualified.