GSBSE Travel Award Application Instructions  
Academic Year 2020-2021

I. Submission
Applications may be submitted at any time before the deadline of 5pm on October 13th, 2020. Applications will be reviewed by the GSBSE Management Team with consultation with additional faculty if necessary. Applicants will be notified of the decision regarding their application within 14 business days of the deadline.

Applications can be submitted through the application submission form posted on the GSBSE webpage (https://gsbse.umaine.edu/travel-award-submission-description/) or can be emailed to gsbse@maine.edu.

Submitted applications become the property of GSBSE and may not be altered by the applicant. GSBSE will NOT inform applicants of incomplete applications or errors.

II. Categories
You may only apply for funding in the Virtual Presentation category, detailed below. This is a temporary replacement for “Travel to Present” category from previous years due to the COVID-19 pandemic.

<table>
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<th>Virtual Presentation (VP)</th>
<th>To present at a virtual conference or virtual professional meeting. Only one individual can be funded per presentation.</th>
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<td>Maximum request: $600</td>
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III. Application Instructions
Read directions carefully before you write your application. We encourage you to seek advice and assistance from your advisor, graduate students in your department who have received awards in the past, or the Writing Center.

Draft and review your application before submitting it online.

Submit the following information online in the appropriate fields:
1. Biographical information as prompted
2. Upload a pdf that includes your abstract, budget and budget explanation.

Your uploaded file must…
- be a single pdf that includes your abstract, budget and budget explanation
- include a header on ALL pages with your name
- be in your own words
- be double spaced (except for your budget)
• be entirely in 12-point Times New Roman font
• have a 1-inch margin on each side
• include a maximum 300-word Abstract
• include an Itemized Budget
• include a maximum 1 page budget explanation

Do NOT…
• submit supplementary materials, such as cover letters, meeting invitations, accepted papers, etc.
• request funds for equipment

Prior Funding (max 250 words)
Please describe how prior funding received from GSBSE has been used, including a brief description of the travel/project and items or services purchased. Dollar amounts of prior support must be given, along with dollar amounts and sources of other funds used to enable the travel/project. If prior support was for conference attendance, state if a poster or oral presentation were given. The GSBSE may provide funding for different stages of research, but will not fund the same proposal twice, so explain the different phases of the project if necessary.

Abstract (300 word maximum)
All abstracts should include a description of your research, or area of concentration, its significance to your field and how this activity advances human health. Please be as explicit as possible; grant readers will assume nothing about your work and its importance. The focus will then depend on the type of grant you are seeking, so please follow the relevant instructions below. Keep in mind that grant reviewers are from a wide range of disciplines so you should write to an educated general audience. Points will be deducted from your score if your abstract is too technical or is too colloquial.

• Virtual Presentation: Describe the conference/meeting where you are presenting. Explain the importance of attending to your degree program, future career, and the University of Maine/ State of Maine.

Itemized Budget
Your budget sheet should be clear and easy to read with correct margins and fonts. A sample budget is available on the GSG Grants’ website (https://umaine.edu/gsg/individual-grants/). Your total expenses may exceed the amount you can request from GSG, but you should include all expenses on the budget sheet. Provide three price quotes from different sources for each item. You do not need to include three price quotes for items not requested for funding. Record the amount requested from GSG in the Amounts Requested column to indicate which price quote was used. Cite all sources for expenses, including mileage used to calculate road transportation costs (e.g., Google, Mapquest, etc.). GSG reserves the right to verify all costs.

*If you are applying for reimbursement you DO NOT need to provide three price quotes*

**Note: Whenever possible or practical, university pool cars should be used when traveling on university business.
**Note: support for alcoholic beverages is not permitted.**

### Budget Explanation (1 page maximum)
Give the grant readers a clear understanding of how you will use any funding received by presenting a detailed explanation for each item in your budget. Demonstrate that you have adopted the most economical approach to your project/trip by describing how you reduced prices (by, for example, sharing hotel rooms or volunteering at a conference). If you are NOT selecting the cheapest quote for a particular option, please explain why. If you are purchasing supplies, demonstrate that these purchases are central to your project, not otherwise available, and describe any potential uses beyond your project. If you cannot supply multiple price quotes for some budget items, please provide a reasonable explanation. Explain the necessity of funding from GSBSE and, as specifically as possible, explain how expenses not covered by GSBSE will be paid.

**Remember that this is not the time to expand on your abstract, simply explain as clearly and succinctly as possible why each item is the best option given the context of your application.**

### IV. Eligibility
Any GSBSE Ph.D. student can submit an application. If you have received a GSBSE travel award in the past, you must have turned in receipts for expenditures relating to that grant or you are ineligible for future funding.

### Funding Period
Grant applications will be considered for planned expenses for the current fiscal year (07/01/20-06/30/21). If your proposed travel falls outside of these dates, please contact gsbse@maine.edu.

### Graduate Student Status
You must be in good academic standing both at the time you apply and during the year in which you plan to use funds.

### GSBSE Annual Meeting Attendance
Full attendance at GSBSE Annual meetings is required unless specific exemptions are granted by the GSBSE Administration.

### V. Reviewing and Scoring
Grants are reviewed by the GSBSE Management Team with consultation with additional faculty if necessary. Reviewers may or may not be in your field of study. Please write to an educated audience that may or may not be familiar with jargon from your field of study.

Applications are primarily evaluated on the quality and persuasiveness of the presentation, the probable value of the project to the applicant and the GSBSE, the completeness of the budget explanation, the extent of leveraging of GSBSE funds, and the extent of previous GSBSE funding of the applicant.

**Note: Deductions will be applied for failure to follow directions. Reviewers will be reading for abstract clarity, budget explanation, formatting, and personal and/or GSBSE benefits.**
Although readers may vary in their emphasis on different areas of the grant, there is consistency in the scale of scoring across applications.

VI. Awards & Notification

Notices of awards will be sent via email within 14 business days from application submission.

VII. Obligations

If you are awarded funding by the GSBSE please note the following obligations and requirements:

**Within one month of travel, awardees must submit a letter to the GSBSE, detailing how the money was spent, including all original receipts.** GSBSE will deny future applications if itemized receipts are not provided in good order. Send hardcopies of original receipts to the GSBSE office, along with a printout of the budget page of your application. Mailed receipts must be postmarked within one month of the travel activity.

**Note that failure to account for funds disbursed may result in a hold placed on your student account at the Bursar’s Office.**

Proof of presentation is required for the VP category. This proof can be in the form of a listing on a website or the book of abstracts from the conference. This proof of presentation should be submitted after you receive notification that you have been awarded funding, along with your receipts.

Funds will not be used for anything other than those specifically approved in the application budget. From time to time there are small adjustments that are required due to product availability etc. and considerations will be made on a case-by-case basis. Contact the Grants Officer with any questions concerning this issue.

GSBSE encourages individuals to seek funding simultaneously from a variety of sources. You are expected to return unused grant funds when external funding is received that pays for the same expenses or when planned expenditures end up costing less than budgeted.

All presentations (Oral, Poster, Paper), must acknowledge the support of the GSBSE and other funding sources identified on the GSBSE webpage.

Additional reporting of supported travel activities may be required in the form of summary or short abstract. Participants will be contacted via email for this request.

Non Discrimination Notice:
The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information, or veteran status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries
regarding nondiscrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, 207.581.1226.

For more information please visit the Office of Equal Opportunity’s website.