



**GSBSE Travel Award Application Instructions**  
Academic Year 2023-2024

**I. Submission**

Applications may be submitted at any time before the deadline of 11:59pm on November 3, 2023. On November 3rd, applications will be forwarded to the GSBSE Travel Committee for review. Applicants will be notified of the decision regarding their application within 14 business days of the November 3rd deadline.

The application submission form is posted on the GSBSE webpage (<https://gsbse.umaine.edu/travel-award-submission-description/>).

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 one of the categories: Travel to Present or Degree Related. Preference is given to Travel to Present (TP) awards.

Travel to Present (TP) Maximum Request: \$1,250	To travel to and present at a conference or professional meeting. Only one individual can be funded per presentation.
Degree Related (DR) Maximum Request: \$1,000	Travel to gather data/conduct research, hear a particular presentation or meet with a specific researcher in your field and/or pertinent to your interests, or purchasing supplies that have direct application to your graduate studies beyond classroom assignments/requirements are some potential application topics.

**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.

- **Travel to Present:** Describe the conference/meeting at which you are presenting. Explain the importance of attending to your degree program and future career. State if you will be giving a poster or an oral presentation.
- **Degree-Related:** Explain how this purchase/travel will benefit your research and how this research will help further the research goals of the GSBSE. Travel to Workshops/Seminars that are directly related to on-going research and Professional Development are included in this category.

***\*\*Note: All supplies purchased with GSBSE grant funds become property of the GSBSE indefinitely. Please coordinate with your advisor as to who will be left with supplies once you graduate.***

**Itemized Budget**

**Make your budget layout clear and easy to read using correct margins and fonts.**

Remember that your entire budget may be more than the amount you can request from GSBSE; you should include it all. Provide three price quotes from different sources for each item. To indicate which price quote you will use for each item, place the amount requested next to that quote. Cite all sources for expenses, including mileage (Google Maps link, etc.) used to calculate road transportation costs. We reserve the right to verify all costs. Please adhere to the following limitations and do not request more than allowed:

- Meals: \$48 per Diem. For partial days use \$9.60 breakfast (20%), \$12.00 lunch (25%), and \$26.40 dinner (55%) as per <http://www.maine.edu/wp-content/uploads/2013/08/IV-B-Travel-and-Expense-Procedures.pdf>. Multiple price quotes are not required. If you are traveling internationally and wish to request use of additional funds to account for high cost areas please refer to: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).
- Mileage Rate: \$0.44 per mile. Handicap-Equipped Vehicle Mileage Rate: \$0.45 per mile. Multiple price quotes are not required.

***\*\*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. An individual may submit one application per year. No student will receive more than one round of funding per funding period. 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 upcoming expenses for 11/20/23 – 8/31/24. If your proposed travel falls outside of these dates, please contact [gsbse@maine.edu](mailto: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 Administration. 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 complete documentation in Concur for 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.

***\*\*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 TP 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](#).