

1 **Association of Students of the University of Nebraska-**
2 **Lincoln**

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4 **Graduate Student Assembly**

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6 **Special Rules - Graduate Travel Awards Program**

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8 **Section 1. Definition**

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10 The Association of Students of the University of Nebraska-Lincoln (ASUN) Graduate Student
11 Assembly (GSA) Graduate Travel Awards Program (GTAP) contributes funds to qualifying
12 individuals' travel expenses for active conference participation in the United States and abroad.

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14 **Section 2. Objective**

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16 The GTAP facilitates and promotes the intellectual and professional development of graduate
17 students at the University of Nebraska-Lincoln and contributes to the strengthening of the
18 University and its increased prominence in the greater scholarly community.

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20 **Section 3. GTAP Committee**

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22 1. The GTAP Committee shall be composed of no less than five (5) members, of which one
23 (1) shall serve as Chair as elected by the membership of the GSA by simple plurality of
24 votes at its inaugural meeting.
25 2. The GTAP Committee shall meet regularly to evaluate applications, grant awards and
26 evaluate expense reimbursement requests.
27 3. Committee members shall adhere to the highest academic standards, and should excuse
28 themselves if any conflict of interest arises.

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30 **Section 4. Awards**

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32 1. The number of awards will be determined by the GTAP fund budget, and shall be equally
33 divided among the three application periods (Fall, Spring and Summer). The GSA shall
34 allocate any monies received during the current academic year, as well as rollover funds
35 from previous years, to the GTAP fund.
36 2. Awards for domestic travel shall not exceed four hundred dollars (\$400) and awards for
37 international travel shall not exceed six hundred dollars (\$600). These amounts may only
38 be altered by the GSA at the beginning of each academic year.

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40 **Section 5. Deadlines**

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42 The following periods and deadlines shall be used for the GTAP.
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Period	Travel Between	Application		Reimbursement	
		Form Due	Notification	Form Due	Payment
Fall	September 1 st December 31 st	June 30 th	July 31 st	January 31 st	February 28 th
Spring	January 1 st April 30 th	October 31 st	November 30 th	May 31 st	June 30 th
Summer	May 1 st August 31 st	February 28 th	March 31 st	September 30 th	October 31 st

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Section 6. Reviewers

1. Peer reviewers shall be graduate students in good academic standing that have established academic residency at the University, in accordance with the Office of Graduate Studies regulations.
 - a. Any student fulfilling the above-mentioned requirement may request to serve as a peer reviewer for any period, provided he does so at least 15 days before the application deadline. Tenure as a peer reviewer shall expire after every review period, and students may re-apply.
 - b. The GTAP Committee shall determine any additional requirements for serving as a peer reviewer, as well as the application procedure for becoming one.
 - c. Any student serving as a peer reviewer shall be disqualified from applying to and receiving any GTAP funds during their period of service.
 - d. GTAP Committee members shall be prohibited from serving as peer reviewers during their tenure.
 - e. Peer reviewers shall adhere to the highest academic standards, and should excuse themselves if any conflict of interest arises.
2. Faculty reviewers shall be members of the graduate faculty of the University. The GTAP Committee shall recruit members from various disciplines to serve as Faculty reviewers for the GTAP.
 - a. Faculty reviewers shall not evaluate applications submitted by students to which they serve as chair or members of their supervisory committee, or with whom they collaborate.
 - b. Faculty reviewers shall adhere to the highest academic standards, and should excuse themselves if any conflict of interest arises.

Section 7. Eligibility

1. No student from a University department or graduate program who has failed to appoint or elect and maintain a Departmental Representative to the GSA during the previous academic year shall be eligible to apply or receive any GTAP funds.
 - a. This requirement shall be not be enforced during the first year of the GTAP.
2. Applicants must be enrolled in a graduate degree program at the University of Nebraska-Lincoln and be in good academic standing.
3. All travel must be completed before graduation.

- 80 4. Students are eligible to receive up to one travel award per academic year, but they may
81 apply multiple times, provided they only apply once during each round.
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83 **Section 8. Application and Evaluation**

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- 85 1. All applications, as established in Annex 1, and application materials will be available
86 year-round on the GSA website and should be filed before the established deadline.
87 a. The GTAP Committee may establish an electronic or paper filing procedure, but
88 both mechanisms may not be used at the same time.
- 89 2. Applications must be accompanied by a note of acceptance to present at the conference,
90 as well as any notification awarding competitive and non-competitive funding to attend
91 said conference.
- 92 3. Applications will be blindly reviewed by an “ad hoc” committee composed of two (2)
93 peer reviewers and one (1) faculty reviewer.
- 94 4. Travel award applications shall be evaluated on a one hundred (100) point scale as
95 follows:
96 a. Peer and faculty reviewers shall judge the application granting up to thirty (30)
97 points each, in accordance to the rubric in Annex 2.
98 b. Up to ten (10) points shall be awarded by the GTAP Committee in the following
99 way:
100 i. Conference: regional (1 point), national (2 points), international (3 points).
101 ii. Presentation: poster (2 points), oral (3 points).
102 iii. Funds: other competitive funding has been obtained (4 points).
- 103 5. The GTAP Committee shall refer all applications to peer and faculty reviewers which
104 shall return their completed evaluation rubrics no later than ten (10) days after receiving
105 them. If any of the reviewers fails to return the completed evaluation rubric, a new
106 reviewer may be selected, provided the evaluation is returned in no more than five (5)
107 days.
- 108 6. To ensure evaluations are returned in due time, the GTAP Committee shall distribute
109 applications evenly among peer and faculty reviewers.
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111 **Section 9. Ranking, Granting and Notification**

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- 113 1. The GTAP Committee shall calculate the final score of all applications, with the highest
114 ranked application receiving the requested funds, and proceeding downwards, until all
115 monies have been allocated.
- 116 2. Provided two or more applications are tied for the last funds to be allocated:
117 a. The faculty reviewer score shall determine who gets the award.
118 b. A coin toss shall determine the awardee, provided the above-defined procedure
119 fails to favor an application.
- 120 3. Awardees shall be notified electronically via email before the deadline, and shall be
121 required to formally accept or decline the award.
- 122 4. If an awardee declines an award, or is unable to attend the conference, he or she must
123 notify the GTAP Committee as soon as possible. If the notification deadline has not
124 elapsed, the GTAP Committee may re-award the funds for that period.
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126 **Section 10. GTAP Funds**

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128 1. Funds may only be used as approved by University policies and as set forth by the GTAP
129 Committee and the Graduate School.

130 2. The individual will only receive funds to cover the exact expenditures up to the amount
131 approved.

132 3. Travel Grant funds may not be used to fund the following:

133 a. Anything found in violation of law and/or University rules, regulations, policies
134 and procedures.

135 b. Personal travel.

136 c. Items and expenses not included in the original travel grant application.

137 d. Purchase of beer, wine or other alcoholic beverages.

138 e. Plaques, prizes, scholarships, awards, trophies or medals or other related gift
139 items.

140 f. Payments to invest in or provide capital for any business or commercial
141 enterprise, or any activity intended to generate profit.

142 g. Telephone, electronic facsimile, Internet, cable or communication device charges.

143 h. Prohibited purchase include:

144 i. Firearms, weapons, or ammunition.

145 ii. Tobacco or tobacco related products.

146 iii. Illegal or illicit substances or devices.

147 iv. Controlled substances

148 v. Pornography or other products that are demeaning or degrading to people.

149 i. Any court actions.

150 j. Costs or litigation against the University, of its employees in fulfillment of their
151 duties, or against its students.

152 k. Rental vehicles and rental vehicle insurance, unless proper justification is
153 provided.

154 l. Incidental travel not on the original application.

155 m. Travel costs for a graduate student engaged in lobbying, class work requirements,
156 or job searching

157 n. Association dues, even if required to attend a conference or competition.

158 o. In the cases of transportation, University mileage regulations will apply.

159 4. Any funds allocated by the GSA budget not awarded during the Fall period shall roll-over
160 to the Spring period, and any funds allocated by the GSA budget and/or rolled-over from
161 the Spring period shall roll-over to the Summer period.

162 5. Funds not allocated during the academic year may roll over to the following year only
163 with the authorization of the GSA.

164 6. No GTAP funds may be used for any other purpose than granting travel awards, and no
165 award may be granted any later than five (5) days past the notification deadline.

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167 **Section 11. Reimbursement**

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169 1. No award shall be extended as a check or transfer to the applicant, but rather all travel
170 awards shall be reimbursed to the individual.

- 171 a. The GTAP shall not reimburse more than three (3) hotel night stays and four (4)
172 per diem, unless proper justification is provided.
173 b. Only actual expenses may be reimbursed, per diem rates may only be used to
174 estimate the cost of travel.
- 175 2. No later than thirty (30) days from the conference conclusion, a reimbursement form
176 shall be submitted to the GTAP Committee itemizing what is to be reimbursed, and
177 attaching the corresponding tickets.
- 178 3. The GTAP Committee shall verify that all claimed expenses comply with University,
179 ASUN, GSA, and GTAP regulations, and verify with the University department or
180 graduate program of the student that no expense has been claimed more than once.
- 181 4. After all expenses have been verified and approved, and the University department or
182 graduate program has reviewed and endorsed the report, a check or transfer shall be
183 extended to the awardee for the amount approved.
- 184 5. Mileage reimbursements will be verified. The GTAP will only reimburse mileage to and
185 from an event. Mileage beyond the intended destination will be subject to review and
186 may be denied. All mileage requests are subject to the University mileage policy.
- 187 6. The GTAP shall have thirty (30) days to process the awardee's reimbursement request,
188 provided the awardee, University department or graduate program fulfill all GTAP
189 Committee requests in a timely manner.
- 190 7. Special provisions shall be taken if conference travel occurs close to the end of the fiscal
191 year, so that the awarded monies are disbursed from the appropriate budget.
- 192 8. University Travel Services policies and regulations shall be followed at all times.
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194 **Section 12. Compliance**
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- 196 1. It is the responsibility of all graduate students seeking GTAP funds to read and
197 understand policies and procedures of the University, the Graduate School, ASUN and
198 GSA. Individuals that receive GTAP funding must be in compliance with all policies and
199 procedures at all times. Individuals that are found to be in violation of any policy of the
200 University, the Graduate School, ASUN, GSA and GTAP must reimburse any and all
201 funds they received during the time they were in violation of these policies. Furthermore,
202 individuals that attempt to defraud or mislead the University, the Graduate School,
203 ASUN, GSA and/or GTAP will be subject to disciplinary review, and individuals may be
204 held individually responsible and criminally liable for any funds received illegally or
205 under false pretenses.
- 206 2. Any student may request the GTAP Committee permission to review their application
207 and evaluation materials, but at all times the confidentiality of the peer and faculty
208 reviewers shall be maintained.
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Appendix 1. GTAP Application

Applicant information

Name	_____	NU ID	_____
Email	_____	Phone	_____
Department	_____	Degree	<input type="checkbox"/> PhD <input type="checkbox"/> Masters
Conference	_____	Date	_____
Location	_____		

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Please attach:

1. Conference registration.
2. Conference poster/oral presentation acceptance, including the submitted abstract.
3. Any supporting information requested in this application. Any further information and/or documentation will not be evaluated.

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In 500 words or less please describe your research and the importance of attending this conference. Please keep in mind that reviewers may not be in your particular area of study. Essays longer than 500 words will be disqualified. All applications will be evaluated in accordance to the Graduate Travel Award Program Rules. A copy of the evaluation rubric can be obtained from the Graduate Student Assembly website: <http://unl.edu/gsa>.

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Conference and funding information

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1. Have you been accepted to present at this conference? Yes/No
2. Was this research conducted at the University of Nebraska-Lincoln? Yes/No
3. Has the work you will be presenting resulted in a previous publication/presentation? Yes/No
 - a. Are you the first author on this paper/presentation? Yes/No
4. Have you applied for a GSA travel award in the past? Yes/No
5. Have you been granted a GSA travel award in the past? Yes/No
6. Have you applied for other funding to attend this meeting? Yes/No
7. Have you secured additional funding to attend this meeting? Yes/No
 - a. If yes, please indicate below (and attach funding information):
 - i. Department: \$.
 - ii. Advisory/faculty: \$.
 - iii. Research grant: \$.
 - iv. Conference award: \$.
 - v. Other competitive award: \$.
 - vi. Other non-competitive award: \$.

Budget information

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Travel award funds may only be applied to the items listed below.

- 1. Travel:
 - a. Airline ticket cost: \$ _____, OR
 - b. Ground transportation cost (personal vehicle): \$ _____ miles at \$0.54/mile = \$ _____.
 - c. Other transportation costs: \$ _____.
 - d. Total travel costs: \$ _____.
- 2. Conference registration fee: \$ _____.
- 3. Lodging:
 - a. Hotel: \$ _____ per night x _____ nights = \$ _____ / number of occupants = \$ _____.
- 4. Meals: _____ days at \$ _____ per day = \$ _____.
- 5. Total attendance cost: \$ _____.

Student

I certify that I have read and agree to the current rules and directions for the Graduate Travel Award Program (GTAP) and certify that all information I have provided in this application is accurate. I further grant permission to the GTAP Committee and the Graduate School to verify my status as a graduate student in good standing at the University of Nebraska-Lincoln and my eligibility for the travel award competition.

Signature _____ **Date** _____

Faculty advisor

I certify that I have read this travel award application, including the budget, that the applicant is my student and is a graduate student at the University of Nebraska-Lincoln in good standing, that all information in this application is accurate to the best of my knowledge, the budget is realistic, and this student is likely to attend and give this presentation at this conference.

Signature _____ **Date** _____

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Appendix 2. GTAP Peer and Faculty Review Rubric

Clear, concise description of research Applicant summarizes research in a clear and concise way that can be understood by fellow graduate students who may not be in their area of study. Reviewer can clearly understand the goals and outcomes of the research to be presented.	15
Involvement of applicant in work being presented Applicant addresses their part/involvement in the research.	5
Importance of the conference to the applicant and his/her group at the University Applicant describes the importance of attending this conference for the advancement of their career and the impact it will have on other members in their group/lab at the University.	5
Visibility of the University Applicant describes how attending the conference will further the name and reputation of the University.	5
Total	30

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