



## **WiGSS TRAVEL GRANT APPLICATION PROCEDURES AND GUIDELINES**

WiGSS members can apply for small travel grants (a few hundred dollars) to assist in costs when attending conferences. As long as there are sufficient funds, WiGSS can award grants each semester. This document is intended to provide guidelines on how and when grants will be offered. This grant is intended to assist with costs associated with lodging, transportation, and/or registration. If the number of applicants exceeds available funds, WiGSS may convene a grant committee (consisting of President, Vice President, Secretary, and Treasurer) to assist with selection decisions.

### **APPLICATION PROCEDURE**

1. Students must complete the following WiGSS Travel Grant Application. Please submit applications by the deadline stated in the announcement email. WiGSS members will then determine how many students are traveling to conferences and award money accordingly.
2. It is *highly recommended* that students apply for additional funding (e.g. the specific conference's travel grants or outside funding).
3. Students must save receipts from any purchases that they are applying to get reimbursed for (including but not limited to: registration fees, boarding passes, and hotel payments). These are used when submitting for reimbursements from the Clubs Office.

### **SELECTION CRITERIA**

1. WiGSS's priority is to encourage graduate students to participate in sharing their research with the scientific community; therefore preference will be given to applicants presenting their research (poster or oral presentations) over those simply attending.
2. The applicant's service record in WiGSS will also be reviewed (including past and future service). WiGSS is a volunteer organization and only has money to support travel if students participate in fund-raising and activities. The applicant's participation in department activities (e.g., GA/TA positions, helping with workshops, etc.) will also be considered.
3. Conferences outside the regional area will be given more priority over those in or near Humboldt County.
4. The number of students attending a conference and available funds will be taken into consideration.



## WiGSS TRAVEL GRANT APPLICATION

### Applicant Information

Name(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Graduate Advisor: \_\_\_\_\_

### Scientific Conference/Meeting Information

Conference Title: \_\_\_\_\_

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

Dates: \_\_\_\_\_

Mode of travel: \_\_\_\_\_

### Service to WiGSS

How have you contributed to help promote or aid WiGSS? If just starting at HSU, how will you contribute in the future?

### Scientific Presentation

Please provide an abstract or brief description of your presentation here or as an attachment.

### Budget

Please include proposed budget and other funding sources pursued.