# Graduate Student Travel Funding Guide (FY 19-20)

<table>
<thead>
<tr>
<th>Department of Kinesiology</th>
<th>Graduate School</th>
<th>Office of Vice President for Research</th>
</tr>
</thead>
</table>
| **Eligibility** | - Full time graduate student  
- Good academic standing (at least a 3.0 cumulative GPA)  
- First author of an accepted scholarly paper  
- Regional, domestic or international travel acceptable  
- Scholarship/research must have been completed at UGA | - Must be either (a) registered full-time during semester of travel, (b) doctoral students admitted into candidacy (registered for minimum 3 credit hours), or (c) a thesis-writing master’s student who has satisfactorily completed all required courses (exclusive of 7000 and 7300)  
- Must have a minimum of 3.5 GPA based on at least 5 semesters of full-time graduate study with no “incomplete” or “unsatisfactory” grades  
- Must be reporting results of dissertation or thesis and should be the primary author or publication/presentation.  
- Must be attending a meeting/conference of regional or national importance (no international travel)  
- First preference is given to students pursuing a terminal degree in their department (requests from master’s students only accepted if department does not offer doctoral degree).  
Complete details can be found [here](#) | - Only international travel acceptable (this funding covers international, round-trip airfare)  
- Graduate students with good standing in their academic program (at least a 3.0 cumulative GPA)  
- Applicants are eligible to submit two applications per fiscal year and receive one award per fiscal year |

| **Application Requirements** | - “Request for Authority to Travel” through [OneSource](#) (a PDF copy of the form must be submitted along with application). Remember to include all known funding sources on this document.  
- Evidence that the submission has been accepted for presentation at meeting/conference  
- An abstract of the research being presented  
- Clear proof of first authorship | - “Request for Authority to Travel” through [OneSource](#) (a PDF copy of the form must be submitted along with application). Remember to include all known funding sources on this document.  
- Evidence that the submission has been accepted for presentation at meeting/conference  
- An abstract of the research being presented  
- Clear proof of first authorship | - Foreign Travel Application (found [here](#))  
- Documentation of invitation/acceptance to conference (must be translated into English)  
- If official acceptance is not available at time of application, the student must provide supporting documentation in lieu of this evidence. If application is accepted, funds will be contingent upon the receipt of official acceptance |

| **How to Apply** | - Complete [Qualtrics](#) application.  
Department will submit to Graduate School on student’s behalf | - Complete Qualtrics application, department will submit to Graduate School | -Complete Qualtrics application  
- Submit required application through OVPR’s website [here](#) |

| **Deadlines and Notifications** | - Must apply at least one month before travel dates due to UGA travel policies and travel authority processing  
- Applications will be processed on a monthly basis; rolling deadline is the last day of the month at midnight (example: 8/31 at 12:00 midnight)  
- Notification will occur prior to the 7th day of the following month (Example: if applying in August, you would be notified of funding by September 7th). | - Travel Dates October 1-December 31:  
Request Deadline Sept 6, 2019  
- Travel Dates January-March 31:  
Request Deadline December 6, 2019  
- Travel Dates April 1-June 30:  
Request Deadline March 6, 2020  
- Travel Dates July 1- September 30:  
Request Deadline June 5, 2020  
- Notification will come directly from Graduate School | Application deadlines are the second Tuesdays in January, March, May, July, September, and November. Applicants can apply up to four months in advance of the month of their travel.  
- Notification will come directly from OVPR |

*International travel includes destinations outside the contiguous United States, such as Alaska and Hawaii*