RESEARCH AND TRAVEL GRANTS APPLICATION WORKSHOP

May 10, 2018
2pm-3pm
GSC Fireside Lounge
OUTLINE

1. What’s New?
2. Graduate Research Assistance Fund
3. Funding Changes
4. Application Practice
5. Travel Grant or GRAF Grant?
6. How Grants are Awarded
7. Questions?
WHAT’S NEW?

- Name
  - Research and Travel Grants

- New types of grants
  - Travel Grants
  - Graduate Research Assistance Fund (GRAF) Grants

- Changes to the funding process
  - No more reimbursements
  - Direct Payment

- Grant Awarding Process
  - Increased Transparency
  - If needed, priority based selection process
The Graduate Research Assistance Fund (GRAF) is a new source of money from the Student Fee Advisory Committee (SFAC) to provide graduate students assistance with costs associated with research-related supplies and professional development.

- **Maximum Awards:**
  - Research-related Supplies: $1000
  - Professional Development: $500

- **Graduate students can be awarded one GRAF grant per academic year**

- **Examples of types of costs that are covered:**
  - Research-related Supplies: Books, Subscriptions, Software, Memberships to Academic Societies, Lab Supplies, Art Supplies, Technology (cameras, computers, audio equipment, etc.)
  - Professional Development: Workshops (i.e. writing workshops, etc.), Meetings, Talks

- **If not sure, email** [travelgr@ucsc.edu](mailto:travelgr@ucsc.edu)
FUNDING CHANGES

- Funding is no longer through reimbursement, which means two exciting things:
  1. **NO MORE RECEIPTS.** The application paperwork has been significantly decreased due to the lack of need for receipts/proof of travel/etc.
     - NOTE: This doesn’t mean that you cannot receive funding for past travel, we just don’t need the receipts.
  2. **Funding BEFORE you travel!**
     - Isn’t it great that now you can have money to cover costs beforehand.

- However, as grant money is now given as a direct payment, this changes the taxability of it.
  1. This money is taxable at 15%
  2. Depending on the use of the funds, it may be deductible
  3. We are still trying to understand all the tax lingo/rules, so stay tuned for more information
  4. We recommend keeping your receipts, so you are prepared when tax season comes around next year
APPLICATION PRACTICE

- We are going to go through an application together
CHECK LIST

- Application Materials - Please submit ALL application materials in the order listed below. All forms must be ONE SIDED with NO staples.

1. Research and Travel Grant Cover Letter
2. Research and Travel Grant Application Form
   a) You can apply for both a Travel and GRAF Grand on the same application
3. A written statement describing your purpose for travel and the importance of the travel to your research must be provided. ~AND/OR~ A written statement describing your need for the supplies requested and the importance of them to your research must be provided.
   a) Provide the answer to this question on the 4th page of the application (How will this GSA funding contribute to your success as a graduate student here at UCSC?)
4. Faculty Sponsorship Form
5. Proof of Attendance: Include ONLY the cover sheet of lengthy programs and the page with your session, workshop, or panel highlighted or circled. For future travel, include registration or conference website screenshot.
ELIGIBILITY

- Currently enrolled graduate student (during the quarter you apply)
- Must have either traveled to or will be traveling to a conference or program or workshop OR traveled to a field research site and engaged in research directly related to your thesis work.
- For past travel, departure must be within the past 2 calendar years.
- You can only receive funding once per academic year (one travel grant and one GRAF grant)
- Must have a complete application received by Research and Travel Grants Committee on or before the deadline. Late or incomplete applications are not eligible and will be returned.
You can apply for a Travel Grand and GRAF Grant on the same application.

<table>
<thead>
<tr>
<th>For the Applicant:</th>
<th>Department: Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name: Sammy Slug</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:sslug@ucsc.edu">sslug@ucsc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Amount Requested for Travel Grant (up to $500): 500</td>
<td></td>
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<tr>
<td>Amount Request for GRAF Grant: For Professional Development (up to $500): 250</td>
<td></td>
</tr>
<tr>
<td>For Supplies (up to $1000):</td>
<td></td>
</tr>
<tr>
<td>For Travel Only: Dates of Travel: Start (m/d/y): 4/13/18 Completion (m/d/y): 4/17/18</td>
<td></td>
</tr>
<tr>
<td>Application Round (Select One): 2 [✓] 3 [ ] Year: 2018</td>
<td></td>
</tr>
<tr>
<td>Are you TAing during this quarter (used to expedite payment)? Yes [ ] No [✓]</td>
<td></td>
</tr>
</tbody>
</table>

Have you completed and attached all of the following forms? *(one-sided forms only, do not use staples)*
- [✓] GSA Application Form and Written Statement
- [✓] Faculty Sponsor Statement
- [✓] Proof of attendance/attending (if applying for travel or PD)
APPLICATION: SECTION 1

1. Personal Information

Name: Sammy Slug
Student Identification Number: 1234567
Phone Number: 123456789
Email: sslug@ucsc.edu
Department and Mail stop: Education, ED

Mailing address (if different from your mail stop):

Years at UCSC as a graduate student: 4

Current degree objective (please select one): Ph.D. [✓] M.S. [ ] M.A. [ ]

Expected date of graduation: June 2020

Are you an international graduate student? Yes [ ] No [✓]

Is there anything else you’d like to share?

PLEASE GIVE ME MONEY! These are reasons why I need it a lot...

OR

Here is more about me as a student..

OR

Whatever else you think is relevant.
2. General Information

Have you applied for a previous GSA Grant? (select one)

Yes ☑️ No ☐

List the grants you’ve previously received from the GSA, as well as the academic year received:

2013 Travel Grant

Have you applied to any other campus units for funding related to this grant? (select one)

Yes ☑️ No ☐

What other support do you currently have for the grant described within this application? Please indicate amount and source(s):

$350, Education Department  (For travel only)
APPLICATION:
SECTION 3

3. Travel to a Conference/Workshop

Event you will attend/attended: BSERA (Banana Slug Educational Research Association)

Date of event: 4/13/18-4/16/18

Date You Must Register By: 4/7/18

Location of Event: NYC

Will you be presenting /did you present at the conference/workshop? (select one) ☑

If yes, were you/are you the primary author of the presented work? (select one) Yes ☑ No ☐

Title of research/topic to be presented, if any:

Use of collaborative group work by Banana Slugs in puddles

Explanation of what you will use the expenses you have requested GSA to contribute toward:

Hotel: $150, Registration: $350

Please include (expected) costs.
4. Non-travel related Graduate Research Grant Requests:

What will you be using the requested funding for? (select one)

Research Supplies (i.e. Books, software, computer, subscriptions, gear, lab equipment, etc.) □

Professional Development (separate from conferences/workshops) □

Title of Research Project: Am I a scientist?: How banana slugs on the forest floor see themselves.

Explanation of what you will use the expenses you have requested GSA to contribute toward.

Please list expected costs:

- Video Camera: $150 - Filming banana slugs on forest floor to look for expressions of science identity
- Supplies for science activities: $100 - We will doing various science related activities with the banana slugs (i.e. labs, etc.)

Do you have any other sources of funding for these supplies?

No
APPLICATION:
WRITTEN
STATEMENT AND
SIGNATURE

How will this GSA funding contribute to your success as a graduate student here at UCSC?
I will be able to conduct my research, expand as a scholar and interact with other banana

slugs in my field.

(This section should be filled out by those applying for travel

grants as well)

Required Signature

I hereby declare that all the information and statements provided herein are true, correct and

complete to the best of my knowledge and belief.

Graduate Signature:

[Signature]

Sammy Slug 3/15/18

Print Name Date
1. A written statement describing your purpose for travel and the importance of the travel to your research must be provided. ~OR~ A written statement describing your need for the supplies requested and the importance of them to your research must be provided.

a) Provide the answer to this question on the 4th page of the application (How will this GSA funding contribute to your success as a graduate student here at UCSC?)

- This is your chance to explain why you really need these funds. This will be important if we have to prioritize applications.
Advisor Email

Sammy Slug  
aslug@ucsc.edu

Relationship to Student (e.g., principal thesis advisor):  Advisor

Is the applicant in good academic standing and actively engaged in research? (Select One)

- Yes [ ]
- No [ ]

Does the graduate student in question have any alternate/additional funding sources (e.g. none stipend based departmental funds, research grant, contract)? (Select one)

- Yes [ ]
- No [ ]

If yes, please describe this/these source(s):

Education Department Funds for Travel

What portion of the research grant requested are covered by the funds described above:

$350

Is the applicant currently a TA? (Select one)

- Yes [ ]
- No [ ]

If applicant is attending a meeting, is she/he the presenter or first author of the paper to be presented at the conference/meeting/workshop? (Select one)

- Yes [ ]
- No [ ]
If the applicant is attending a conference/meeting/workshop, please state briefly why you believe it is particularly beneficial for this student to attend. Please state how this trip will benefit the applicant, as well as their research/professional development. If the applicant is applying for research related supplies, please state how these supplies will benefit the applicant:

Sammy is great! Give him/her money because these reasons...

Additional information

Please provide any other information about the student/department that would strengthen their application. (e.g., funding within the department, status of the student, hardships and etc.)

Sammy is a fourth year student. blah blah...
**Faculty Sponsorship 3**

**Required Signatures**

We hereby declare that all the information and statements provided herein are true, correct and complete to the best of our knowledge and belief.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sammy Slug</td>
<td>3/15/18</td>
</tr>
<tr>
<td>Advisor Slug</td>
<td>3/15/18</td>
</tr>
</tbody>
</table>

**Requesting Department Manager/ Graduate Student Advisor**

Signature for double verification from department (since not doing reimbursements anymore)
2018 Annual Meeting

The Dreams, Possibilities, and Necessity of Public Education

2018 Annual Meeting
New York City, NY | April 13-17, 2018

Enter the Annual Meeting Website Here
Applications must be COMPLETE and CORRECT to receive funding!

Completed applications can either be delivered by hand to the Graduate Student Commons or mailed via interdepartmental campus mail to the GSA mail stop.

Application Due Date:
- June 1\textsuperscript{st} at 5pm

If awarded a travel grant, registration for travel must occur before next round
- End of Fall Quarter 2018
OTHER FORMS

- These next forms are for the FAST office
For questions on this form, please contact finpolicy@ucsc.edu M-F from 8:00 AM - 2:PM.

DO NOT include in Application, send to FAST (See bottom of form)

You only need to fill this out if you haven't already. For example, if you are a TA, you have already filled this out.

Students who have received travel grants or reimbursements in the past don't need to fill out a new 204 unless the following applies:

A. They have changed banks.
B. They want to go from paper checks to direct deposit (faster).
C. They have had a change of address.
You will need to fill out this form ONLY if you are awarded a grant. You will be emailed instructions.

**DIRECT PAYMENT FORM**

**DO NOT SIGN**
NON US RESIDENTS

- See forms on Research and Travel Grants website
- If you need help, please reach out to us directly
TRAVEL GRANT OR GRAF GRANT?

- I’ve received a few emails from folks asking which grant they should apply for, given the specific nature of their travel.
- In hopes to clarify this, here is what falls in each category:
  - Travel Grant:
    - Thesis-related research (i.e. field research, data collection away from UCSC)
    - Conferences
    - Workshops
  - GRAF Grant
    - Professional Development (PD) Workshops (i.e. writing workshop)
    - PD Talks
    - Research Related Supplies
HOW GRANTS ARE AWARDED

- If possible, all grants that are filled out correctly and meet the eligibility criteria will be awarded.

- However, if enough funds do not exist within a given grant cycle to award funding to all applicants, the following applications will receive priority (See Rubric on next slide for more):
  - Applicants who are not receiving (or plan to receive) funding from any other source, including their advisor or department.
  - Applicants who have not received a GSA research and travel grant in the last two academic years.
  - Accepted abstract/ Presenting original research at conference

- Grant decisions will be made within three weeks of the application deadline
  - You will be notified via email of the decision
# Priority Rubric for Travel

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes (2)</th>
<th>Partial (1)</th>
<th>No (0)</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant is not receiving (or planning to receive) funding from any other source, including their advisor or department.</td>
<td>Is not receiving any other funding</td>
<td>N/A</td>
<td>Is receiving other funding</td>
<td></td>
</tr>
<tr>
<td>Applicant has not received a GSA travel grant in the last two academic years.</td>
<td>Has not received a GSA travel grant in the past 2 years</td>
<td>Has received a GRAF grant</td>
<td>Has received funding in the past 2 years</td>
<td></td>
</tr>
<tr>
<td>Presenting/ engaging in original research</td>
<td>Original research</td>
<td>Collaborative research/not lead researcher</td>
<td>Not presenting</td>
<td></td>
</tr>
<tr>
<td>Clearly explains how travel will help degree/career</td>
<td>Fully explains how travel will help degree/career</td>
<td>Partially explains how travel will help degree/career</td>
<td>Does not explain how travel will help degree/career</td>
<td></td>
</tr>
<tr>
<td>Applicant put effort into the application</td>
<td>Applicant clearly put time and effort into application</td>
<td>Applicant put some effort into application</td>
<td>Applicant put little to no effort into application</td>
<td></td>
</tr>
<tr>
<td>Severe Financial Hardship</td>
<td>Applicant is experiencing severe financial hardship (i.e. no funding, TAship, debt, family to support etc.)</td>
<td>Applicant is experiencing moderate financial hardship (i.e. debt)</td>
<td>Applicant is not experiencing or does not mention any financial hardship</td>
<td></td>
</tr>
<tr>
<td>Application Filled Out Correctly</td>
<td>All appropriate sections are filled out, all signatures are there, followed all directions (i.e. single pages, no staples)</td>
<td>One mistake</td>
<td>More than one mistake</td>
<td></td>
</tr>
</tbody>
</table>
If awarded a GRAF grant for supplies, please email travelgr@ucsc.edu a copy of your receipt for our records.

This will help us secure future funding!
QUESTIONS?