

**The University of Alabama
Graduate Student Association
Research and Travel Committee Funding**

APPLICATION GUIDELINES

This is not a paper application. All applications must be submitted through the online process. These are strictly guidelines to follow.

Fiscal Year (October-September)

**Please note that failure to fully comply with all guidelines, procedures, and deadlines could result in disqualification or postponement of your request.*

Application link opens September 1.

FALL

Application Period/Deadline 1:	September 30
Application Period/Deadline 2:	October 31
Application Period/Deadline 3:	November 30

SPRING

Application Period/Deadline 1:	January 31
Application Period/Deadline 2:	February 28
Application Period/Deadline 3:	March 31
Application Period/Deadline 4:	April 30

SUMMER

(Summer Period is subject to availability of remaining funding)

Application Period/Deadline:	May 31
Application Period/Deadline:	June 30
Application Period/Deadline:	July 31
Application Period/Deadline:	August 31

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I. Terms & Conditions

Thank you for your interest in the Research and Travel Fund. The Graduate Student Association Research and Travel Fund (R&T Fund) was established as a way to help University of Alabama students involved in conference presentation and research. GSA feels that conference presentation and research is essential to the academic growth and development of students attending The University of Alabama.

The following items are included within this online application process and must be completed in full before your application will be processed or evaluated. Once your application has been completed, please save all confirmation emails for your personal records. The following steps must be taken to ensure your successful completion within the application process:

- Agree to the Terms and Conditions section and check the box indicating you have read the guidelines and procedures
- Completed application form including contact and department information.
- Complete budget of all expected expenses that must be confirmed by your advisor through a confirmation email that they will receive after you register.
- A typed statement of purpose not to exceed one page. This letter must address the applicant's attempt or the point in the process in which the applicant currently attempting to apply for additional funding for this endeavor (e.g. the graduate school or the applicant's department). **APPLICANT MUST UPLOAD THIS DOCUMENT INTO THE APPROPRIATE SECTION OF THE ONLINE APPLICATION and can be uploaded in .PDF, .DOC, or .DOCX formats.**

II. Online Application Guidelines

Any enrolled graduate or undergraduate student at The University of Alabama presenting at a conference or completing research is eligible to apply for funding.

The R&T Fund is a **LAST RESORT** option for students; therefore, applicants must demonstrate an attempt to procure funds from other sources.

The maximum individual award given for research is \$200. The maximum individual award given for travel is \$200. However, the R&T Committee reserves the right to allocate less than the amount requested.

All students should apply individually. Do not apply as a group.

Each student is eligible to receive funding once for research and once for travel during the fiscal year (October-September).

Travel expenses for CONFERENCE TRAVEL are to be submitted as a TRAVEL funding request.

Travel expenses for conducting RESEARCH are to be submitted as a RESEARCH funding request.

All requests for funding must be made during the fiscal year in which the research or travel will occur. Funds for research or travel completed in a prior fiscal year are **NOT** eligible requests.

If awarded funding, recipients must acknowledge The University of Alabama Graduate Student Association Research and Travel Fund and Committee for their part in providing funding when presenting at conferences or publishing your research.

III. Priority Guidelines When Awarding Funding

In the event that the application demand pool exceeds the funds allocated for the application period, the remaining applications will be automatically rolled into the next funding cycle until funding is exhausted for the entire yearly budget.

IV. Funding Caps

In order to maintain equal opportunities and as adequate funding as possible, the following funding caps have been set:

a. Overall Application Funding Caps

\$200 for individual research

\$200 for individual travel

b. Specific Funding Caps

\$100 per night for lodging

\$0.05 per photocopy, black and white only

Gas – actual costs – copies of receipts required (DO NOT SUBMIT ORIGINALS)

V. Eligible and Non-eligible Expenses

Since funding comes from the FAC which receives funds from student activity money, strict policies must be followed by the R&T Committee regarding funding usage.

Eligible Expenses

Transcription Services

Perishable items such as chemicals, envelopes, paper, etc

Copying of surveys

Postage for sending and/or receiving of surveys (must be bulk mailing)

Registration fees for conferences, classes, workshops, etc

Equipment rental fees (must have documentation of requirement for research)

NON-Eligible Expenses

Services such as graphic preparation, subscriptions, gratuities, etc

Copying costs of theses or dissertations

Equipments such as permanent lab/departmental items, computers, printers, etc

Reusable supplies such as pens, typing ribbons, printer cartridges, etc

Paying other people to participate or assist in research

Organizational membership

Food for meals/snacks

Software of any kind (includes online survey systems)

Visas/Passports