

University of Kansas
College of Liberal Arts & Sciences (CLAS)

2020-2021 Call for Applications
Graduate Student Travel Fund

The CLAS Graduate Student Travel Fund supports College graduate student travel for the purposes of 1) presenting their research or creative work at a meeting of a learned or professional society, and 2) travel directly related to the student's master's or doctoral research or creative work. Due to current COVID-19 related restrictions on travel, the fund will only provide financial support (up to \$500) for the following activities:

- 1) Approved domestic research travel or,
- 2) Remote participation in a conference for the purposes of presenting research

Please note that attendance and/or presentation at *in-person* conferences is not considered essential travel and therefore is not eligible for funding.

Eligibility

To be eligible, graduate students must be:

- Pursuing a master's or PhD in the College of Liberal Arts & Sciences. Non-degree seeking and those pursuing a graduate certificate only are not eligible.
- In good academic standing at the time of application
- Enrolled full-time in the semester in which they are applying for the award. Please see the fulltime enrollment policy here: <http://policy.ku.edu/graduate-studies/fulltime-enrollment>, which includes guidelines for doctoral students who have completed the comprehensive exam.

***Students applying to fund travel or virtual conference attendance that will occur between July 1, 2020 and August 24, 2020 must be enrolled:*

- the following Fall semester (Fall 2020), OR
- the preceding Spring semester (Spring 2020) if the student intends to meet the early Fall graduation deadline (these students may request virtual conference funds only)

Special Requirements Related to COVID-19

Research Travel

To be funded, research travel must meet the following requirements and guidelines:

- ✓ Qualifies as essential travel
- ✓ Is within the current travel limitations and guidelines
- ✓ Travel request has been sent to and approved by the student's chair or director

Essential travel is:

- ✓ Travel that is required to preserve the results of a research activity and cannot be postponed.

- ✓ Travel that is required to preserve the safety of a research subject and cannot be postponed.

Travel must adhere to the following limitations:

- ✓ Travel is restricted to domestic travel only.
- ✓ Travel must be conducted via automobile.
- ✓ Travel to [high-risk](#) areas, as determined by the Kansas Department of Health and Environment, is not permitted.

Travel must be approved by your Chair/Director and registered with University authorities:

- ✓ Graduate students must email travel requests to their Chair/Director for approval. Chairs and Directors have been granted the authority to determine if travel is essential.
- ✓ Travelers must register their university travel plans in advance through the [Shared Service Center form](#) or through their unit's travel request form.

During travel, individuals are expected to follow recommended personal protective actions such as social distancing and wearing face masks when in public settings.

Virtual Conference Attendance

- ✓ Students can apply for funds to cover registration for virtual conferences at which they are presenting research.
- ✓ Students must provide documentation of acceptance to their conference presentation before funds can be released.

Students may receive funding from this fund a maximum of two times during their graduate career – once (1) to support research travel and once (1) to support travel (or virtual attendance) to present their research or creative work at a meeting of a learned or professional society. Because this funding was previously part of the Research Excellence Initiative (REI), students who received travel funding two or more times from the REI, regardless of purpose, are not eligible for another award. Those who received travel funding only once from the REI may receive funding again, but the purpose of the travel must be different, i.e., it must be for conference if previous funding covered research travel (and vice versa).

Application Opening Date and Information

For travel occurring between July 1, 2020 and December 31, 2020:

- The application portal will open on **July 1, 3:00 PM CST and will close July 15, 5:00 PM CST**
- All applications submitted during this time will be reviewed for eligibility and awardees selected from among eligible applications
- *Students are strongly encouraged to apply early so that we may assist with any technical difficulties.*

We expect to distribute between 12 and 20 awards. Depending on the number of requests for funding we receive, the portal may be reopened in late summer or early Fall to distribute any still available funding. A Spring 2021 Call to fund travel between January 1, 2021 and June 30, 2021 will be issued late in the Fall semester. Information on all future Calls will be sent to students via email.

Application Process

Applications must be submitted through the online application portal, which can be accessed here: <https://coga.ku.edu/graduate-student-and-postdoc-travel-fund>. No exceptions will be made. Be prepared to provide the following:

- For applicants seeking scholarly presentation/virtual conference funding:
 - provide a one-page abstract of the research that is being presented in PDF format
 - provide proof of presentation acceptance by the disciplinary or learned society
- For applicants seeking research travel funding:
 - provide a one-page abstract of the research to be undertaken during travel in PDF format
 - provide a departmental endorsement of the purpose of the proposed research travel, i.e., verification of its relation to your thesis or doctoral project; this endorsement can come from your academic advisor, DGS, or Chair
 - provide proof (e.g., a confirmation email from your chair) that your travel has been approved as essential by your chair

Selection

Applicants will receive a system confirmation that their application was successfully submitted upon completion of the application. If we receive more applications than can be funded, award decisions will be based on a random selection among eligible applicants, with proportional distribution among students in the divisions of the College.

While the time required to process award decisions will depend upon the number of applications received, we aim to notify all applicants via email by Wednesday, July 22nd.

Please do not contact COGA or Nicole Reiz to inquire about your application prior to this date, as we will have no information to provide.

Awardees should be prepared to file an **Intent to Travel request** with their department or Shared Service Center (SSC) before departure. Funding will not be paid directly to the recipient. Instead, awardees will work with the SCC representative to book travel or pay for conference-related fees. Exceptions to this practice will be considered on a case-by-case basis. More information about the handling of award funding will be provided with the award notification.

Questions should be directed to Nicole Reiz, Program Manager, Graduate Student and Postdoctoral Affairs at nreiz@ku.edu.
