

Purdue Graduate Student Government (PGSG) Travel Grant Policy

Policy for PGSG Travel Grant Applicants

1. The PGSG Travel Grant awards individual, competitive applications based on reviews using the evaluation rubric found on the Travel Grant webpage (https://grac.purduegradstudents.com/#available_grants).
 - a. Applicants should use the evaluation rubric as a guide as they draft their application.
 - b. Applicants should read and follow the policies listed in this document and in the instructions posted on the travel grant web page (https://grac.purduegradstudents.com/#available_grants). If an applicant fails to follow instructions or policies, their application may be disqualified.
2. After an application has been submitted using the Qualtrics survey, applicants may make changes to their application by resubmitting a new application prior to the application deadline.
 - a. Note that if an applicant makes changes to their application by resubmitting, they should notify the travel grant vice chair (travelpgsg@gmail.com) so that the most updated application is reviewed.
 - b. Note that an applicant may not make any additions or changes to an application after the submission deadline.
3. For each student, only one application is allowed per semester and only one award per fiscal year (summer semester to spring semester of the following year). The applicant may not submit another application for travel that is already awarded by the PGSG travel grant.
4. Awards must be used for the conference/travel indicated in the application and may not be applied to additional or alternative conferences or travel. If an awarded applicant finds they will not be traveling to the conference/event they applied for, they must report that they will not be using the awarded funds to travelpgsg@gmail.com
5. Applicants may not submit applications for the same conference/event/travel to both the travel and professional grants. Applicants should choose the appropriate grant (travel or professional) based on the grant descriptions on the PGSG webpage (<https://www.purduegradstudents.com/travel-grants>). Questions regarding which grant is most appropriate for the applicant can be directed to travelpgsg@gmail.com and/or professionalpgsg@gmail.com
 - a. Note that applicants may submit applications to both the Travel and Professional grants for different events or purposes.
6. Travel grant awards are for students traveling to present at a conference. The travel grant does not cover research-related expenses, including, but not limited to, traveling for training, seminars, or to a collaborator's facility.
7. Applications that have been plagiarized, including self-plagiarism, will be ineligible for the award. If an applicant has applied for the award in previous semesters, substantial revisions should be made to any subsequent applications. Additionally, applications from different individuals from the same lab or traveling to the same event should be substantially different.

8. Application essays are evaluated by a double-blind review. Applicants may not put identifying information on their essay, including, but not limited to, the applicant's name, advisor's name, or collaborator's name. It is the applicant's responsibility to ensure their essay does not include identifying information.
9. Applicants should respond to all items in the application package on Qualtrics. Applications that are incomplete will not be considered for funding. It is the responsibility of the applicant to check the completeness and accuracy of their application. Applicants may contact the travel chair, travelpgsg@gmail.com, to confirm all application materials have been received.
10. Travel grant awards reimburse travel-related expenses up to the amount awarded (\$1,000, \$750, or \$300). Award recipients must submit appropriate documentation, including proof of conference attendance and receipts, to the PGSG treasurer (pgsg.treasurer@gmail.com) prior to receiving reimbursement.
 - a. Travel grant awards will expire 2 months from the award date or the travel date indicated on the application, whichever occurs later. Applicants receiving travel awards must submit appropriate documentation (proof of conference attendance and receipts) prior to the award expiration. Expired awards will be reallocated.
11. Travel grants are awarded to individuals and not collective groups of students on an application. Any individual seeking funding must submit their own individual application.
12. The PGSG Travel Grant vice chair is committed to providing guidance for each applicant, thus welcoming any inquiries on the process of applying or clarifications about the scope of the Travel Grant. Please note that this does not mean the vice chair will review or edit your application.
13. All funding decisions made by the Grant Review and Allocation Committee (GRAC) are final. Once an applicant has been notified of a funding decision, they may request their scores and reviewer comments by contacting travelpgsg@gmail.com

Policy for PGSG Travel Grant Reviewers

1. GRAC consists of graduate students from a variety of departments at Purdue. Applications will be reviewed by a minimum of 5 members from GRAC using the scoring rubric found on the travel grant webpage (https://grac.purduegradstudents.com/#available_grants)
2. While it is not required, reviewers are encouraged to leave comments or suggestions for improvement on the applications they review. These comments may be shared upon the applicant's request. Comments are often highly beneficial for applicants who intend to apply in future semesters.
3. The PGSG Travel Grant reviewers cannot review an application where they have a conflict of interest. Conflict of interest includes applications from lab members, family, friends, or someone who can be identified based on the content of the application essay.
4. If a PGSG Travel Grant reviewer submits an application, he/she may not participate in the Travel Grant review round in which their application is submitted.

Policy for PGSG Travel Grant Vice Chair

The vice chair strives to balance the constraint of a limited budget with the desire to fairly allocate funds in a quantitatively rigorous manner.

1. The vice chair will monitor the travel grant email address (travelpgsg@gmail.com) and will respond to all inquiries in a timely manner.
2. With the aid of an online survey platform, such as Qualtrics, the vice chair will randomly or pseudo-randomly assign applications for GRAC members to review. Review assignments will be given in such a way that each GRAC member will review the same number of applications, and each application will be reviewed by a minimum of 5 GRAC members.
3. The vice chair will make a funding recommendation based on the following: 1) the numerical scores (see evaluation rubric) from a minimum of 5 reviewers; 2) the monthly budget (set by the GRAC chair); 3) the number of applicants in the round.
4. Funding recommendations made by the vice chair are discussed by GRAC at a formal meeting. If necessary, the vice chair will amend the funding recommendation based on feedback from the committee. Final funding decisions must be approved by the committee.