

Application Checklist

Note: Funds are distributed on a competitive basis through a formal application process.

The application must include all of the following items (1-4). If you have any questions or need assistance with completing the application, please contact GPSA Chair of Awards at gpsa-awards@uidaho.edu

- 1. GPSA Travel Award Application includes** (*Qualtrics filled out, student cover letter, letter from faculty, funding information and student status document*). Every section on the application must be **COMPLETELY FILLED OUT**.
- 2. Student cover letter** (*one page maximum*). This is where you justify to the GPSA Travel Committee why we should financially support your travel. This letter must be **SIGNED** and must address the following: **A)** purpose of travel, **B)** dates of travel, venue/place (if dates of travel are longer than meeting/research dates an explanation is needed), **C)** relevance (the direct benefit) to applicant **AND** the benefit to the University of Idaho, **D)** any additional funding applied for and/or secured for proposed travel (departmental or otherwise), and **E)** a summary of proposed work (i.e. not just your abstract).
- 3. Letter from your faculty advisor** or a member of your graduate committee on official department letterhead (*one page maximum*). This letter must be **SIGNED** and must address the following: **A)** describes the value of the student travel/participation, **B)** other travel money available from the department, individual research grants, or professional association hosting or inviting the student's participation, and/or **C)** specifies money available for student travel. It is the applicant's responsibility to ensure the faculty letter covers **A-C**.
- 4. Funding Information and Student Status Document.** The document must be **INITIALED** and **SIGNED** by your Major Professor and Department Chair.