

Application Checklist

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

The application must be **TYPED (except when noted otherwise)
and all application materials must be
INCLUDED in the Qualtrics application:**

- 1. GPSA Travel Award Application** Qualtrics form (*4 sections*). Every section on the application must be **completely filled out**. The form for the **current academic year** must be used. Before filling out your application, please review the Travel Award Information at the beginning of the survey. **Please avoid acronyms.**
- 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. Evidence of participation** from the event sponsors. In **ALL CASES**, the applicant's name **MUST** appear on the official letter/registration/payment confirmation. If the conference event HAS NOT yet occurred: a copy of abstract acceptance letter OR registration payment/confirmation. If the event HAS occurred: a copy of registration/payment confirmation **IS NECESSARY**. Name badges are not acceptable evidence of participation.
 - a. If applying to attend a WORK MEETING (i.e. not a conference), LAB, or FIELD WORK/VISIT: (1) a separate document/letter must be included, written by the applicant stating the nature of work, (i.e. where you will be going, what you will be doing), **AND** (2) an additional letter on official letterhead **SIGNED** from person(s) who invited you/who you are meeting to confirm your participation and role in the proposed activity