

GSC Travel Award Application Sample

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What are the **dates of the event** for which you are applying for funding?

Official Event Start Date MM/DD/YYYY			
	Year	Month	Day
Please Select:	2023 ▾	▾	▾

Official Event End Date MM/DD/YYYY			
	Year	Month	Day
Please Select:	2023 ▾	▾	▾

Select Year, Month, and Day that the event begins

Select Year, Month, and Day that the event ends

PLEASE DOUBLE CHECK EVENT DATES

Please be sure you have reported the correct dates of your event. Applications are exported for review based on event dates. Reporting incorrect dates could result in your application not being reviewed and not selected for funding.

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PERSONAL INFORMATION

Please provide your contact information and information about your student status.

Your Name

First

Last

Wildcat ID Number

K-State Email

What is your academic college?

Degree type

Master's Student

Doctoral Student

What is your graduate program?

Enter Personal Information.

Expected semester of graduation

Spring 2023

Summer 2023

Fall 2023

Spring 2024

Summer 2024

Fall 2024

Spring 2025

Summer 2025

Fall 2025

Spring 2026

Summer 2026

Fall 2026

I expect to graduate after Fall 2026

Select which year and semester you are going to graduate.

Note :
If you will graduate before your event begins, you are not eligible to receive a GSC Travel award. You must be an active K-State graduate student at the time your event begins. Enrollment in at least 1 credit hour is required during the fall and spring semesters to receive a travel award.

EVENT INFORMATION

Please provide information about the event you plan to attend.

Name of conference, meeting, or event:

Please provide the full event name; avoid using acronyms.

Event website:

Enter Full Event Information in detail.

The event I am attending is a(n):

International Conference/Meeting

National Conference/Meeting

Regional Conference/Meeting

Other

Enter Type of Conference you are attending.

Are you attending this event in-person or in a virtual format?

In-person

Virtual

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EVENT LOCATION

Provide information about where the event will be held.

I will be traveling:

Domestically (in the U.S., including U.S. territories)

Internationally (outside the U.S.)

City

State

Next

If the event is Domestic (In USA) You need to Enter City & State

EVENT LOCATION

Provide information about where the event will be held.

I will be traveling:

Domestically (in the U.S., including U.S. territories)

Internationally (outside the U.S.)

City

Country

Next

If the event is International (Outside USA) You need to Enter City & Country

ACTIVITY INFORMATION

Please indicate how you will be participating in the event you plan to attend.

If you are doing more than one of the activities in this list, select the item closest to the top of the list that applies to you. Points are given for only one activity, and activities at the top of the list are worth more points.

For example: If you are presenting your research/scholarly work AND conducting or participating in a workshop or panel discussion, you should select "Giving a talk/oral presentation."

At the event, I will be:

- Presenting a work of art or design
- Conducting a workshop
- Serving as a panelist in a panel discussion
- Serving as a commentator, discussant, or panel chair
- An author on a paper or poster being presented, but I am NOT giving the presentation
- Competing in a case competition
- Attending a conference/workshop for professional development, but NOT presenting, competing, or actively participating in any other way
- Taking a special class or classes
- Conducting research
- Studying abroad

For the research/work I am presenting (or am an author of), I am the

Was your contribution to this work completed during your time as a graduate student at Kansas State University?

Select how are you going to participate in the event

Note:

Select only one activity from the list. If you plan to give multiple presentations or engage in multiple activities, Select the activity you are doing that appears closest to the top of the list.

Major Professor Endorsement Form

Please upload the completed [Major Professor Endorsement Form](#)

This form must be completed with your major professor's signature.

- The form may be completed electronically with an electronic signature.
- OR The form may be printed, signed, and scanned as a PDF to be uploaded in the application form.

If you are unable to obtain a signature from your major professor in order to upload the completed form with your travel grant application, a signature from your graduate program director or department head will be accepted.

FORM MUST BE COMPLETE WITH SIGNATURE

If you upload a major professor endorsement form that does NOT include a signature from your major professor, department head, or graduate program director, or is missing other information, your travel award application will be considered incomplete and WILL NOT be considered for funding.

Upload Endorsement Form

Please label the file with your first and last name and endorsement form (e.g., JohnSmith-EndorsementForm)

Drop files or click here to upload

You must upload a completed major professor endorsement form that includes signature from your major professor/ faculty advisor. Signature from your department head or graduate program director is also acceptable. Access the [Endorsement form](#)

Please upload documentation that verifies your presentation has been accepted at the conference you plan to attend.

This documentation must include the following:

- your name
- the name and date of the event
- verification that you are scheduled to give a presentation at the event

Acceptable forms of proof of acceptance:

- an email or letter that was sent to you from conference organizers (do not copy and paste plain text into a Word document)
OR
- a copy of or link to the event program with instructions for finding your presentation in the program (NOTE: do not simply upload the page of the program that includes your presentation information. The documentation must also include the name and dates of the event.)

If you will not receive your proof of presentation acceptance/selection prior to the travel grant application deadline, you are still welcome to apply and will be considered for a travel award. If you are awarded funds, the funds will be contingent upon submitting the proof of acceptance/selection prior to travel.

Do you have proof of presentation/activity documentation available at this time?

Yes, I have this documentation ready to upload

No, I do not have this documentation available yet

Upload Proof of Presentation (If you have it ready)

Upload proof of presentation/activity

Please label the file with your first and last name and acceptance (e.g., JohnSmith-Acceptance)

Drop files or click here to upload

If attaching a conference program, enter instructions here for locating your participation/activity in the program.

Do you have proof of presentation/activity documentation available at this time?

Yes, I have this documentation ready to upload

No, I do not have this documentation available yet

If you don't have Proof of Presentation ready select - No (you can email document later to gsctravel@ksu.edu)

Graduate Student Council (GSC) Involvement

Please share with us how you have been involved with the GSC at K-State.

Involvement Eligibility Period

When reporting your involvement activities, report any involvement you have completed or will complete within the 12 months prior to your relevant travel award application deadline.

EXAMPLE: If you are applying for a January 2023 travel award, the application deadline is November 1 2022, so you should report your involvement between November 1, 2021 and November 1, 2022.

GSC and Graduate School Leadership Roles

Select any of the leadership roles you have filled during the involvement eligibility period.

GSC committee chairperson or member

Graduate student senator

University representative/liaison to the GSC

[Graduate Student Ambassador](#)

Other (enter below)

None

Have you given a presentation at any of the following events during the involvement eligibility period? Select all that apply.

Research and the State

K-State Graduate Research, Arts, and Discovery Forum (K-GRAD)

Three Minute Thesis

None

Have you volunteered at any of the following GSC/Graduate School events during the involvement eligibility period? Select all that apply.

Research and the State

K-State Graduate Research, Arts, and Discovery

Three Minute Thesis

Grad Dash 5K run

All-University Career Fair

Career Center Connections

Other (enter role and dates)

None

Have you attended any of the following GSC/Graduate School events during the involvement eligibility period? Select all that apply.

NOTE: If you gave a presentation or volunteered at Research and the State, K-GRAD, or the Three Minute Thesis, you may NOT also earn attendance points for these events.

Research and the State

K-State Graduate Research, Arts, and Discovery Forum

Three Minute Thesis

Attended Professional Development Seminar

Attended GSC meeting(s)

Other (event and dates)

None

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GSC Involvement :
 Indicate your involvement in GSC leadership , Presentations, Volunteering and event attendance. Only activities completed within the year prior to your respective application deadline will receive credit.

Attending Professional Development Seminar :
 If you select “Attend Professional Development Seminar”, you will be presented with a list of event to indicate the events you attended.

OPTIONAL RESPONSE QUESTIONS

Responding to the following questions is optional. If you provide a sufficient and relevant response, you can earn one point for each question.

What impact will this travel event have on your professional development?

In 50 words or less, using complete sentences, tell us why it is important for you to attend this event. That is, how will your participation in this event improve your academic standing, job prospects, etc.

Providing a response to this item is optional. You will earn one point if you provide a sufficient and relevant response to this item.

Description of Your Work

In 50 words or less, using complete sentences and language that can be understood by people who are not experts in your discipline, describe the research/work you will be presenting at this event.

Providing a response to this item is optional. You will earn one point if you provide a sufficient and relevant response.

Approval for Release of Responses

The GSC would like to use responses to the items above for the purpose of promoting the Travel Award program. Please check the appropriate box below to indicate whether or not we have your approval to use your responses in promotional information.

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Enter Your responses in 50 Words
(Points will be allocated based on you response)

Thank you for applying for a GSC Travel Award!
Your application was successfully submitted for review.
You should receive a confirmation email shortly.

If you do not receive a confirmation email, your submission may not have gone through, or you may have entered your email address incorrectly, and we recommend resubmitting the application.

You are responsible for ensuring that your application was completed correctly and submitted by the deadline.

Final Page – This page will confirm that you have successfully submitted your application

Check Award criteria and amount to know more about how points are allocated.