UAB Graduate Student Government
Individual Travel Grants FAQs

- What are the application deadlines?
- When can I submit an application?
- Where do I submit an application?
- What materials need to be included with the application?
- What is considered qualified travel?
- Who is eligible for funding?
- Why are certain graduate programs not eligible for funding?
- How do I receive my reimbursement?
- How many awards do you give per semester?
- How are the awards granted?
- How can I find out if there is still funding available for a travel period?
- Can I email the Travel Grants Officer or my GSG departmental senator my completed application?
- Do I have to present at the conference to apply for a travel grant?
- How long does it take you to process applications?
- How long does it take you to process reimbursements?
- What if I am awarded a grant but no longer need the money?
- When do I have to turn in my receipts?
- How many awards can I get per year?
- What is the maximum number of travel grants that I can receive?
- Can I get more than $400 for an award?
- I am a current graduate student but will be graduating by the time I travel or by the time I submit my reimbursement. Can I still get an award?
- Do I need to fill out a special form (i.e. International Travel) in order to be reimbursed?
- Why are non-professional graduate students in the schools of Medicine and Optometry still eligible for Travel Grants?
- I still don’t think it is fair that I am not eligible for a Travel Grant. Is there any way I can still apply for a grant?
- How do I find out more about GSG committees or becoming a GSG Senator?
What are the application deadlines?
Application deadlines vary depending on what travel period you are applying for. Deadlines can be found on the UAB GSG Website at [http://www.uab.edu/gsg](http://www.uab.edu/gsg).

When can I submit an application?
You can submit an application for the season in which your travel will occur during the posted application periods. These dates can be found on the UAB GSG Website at [http://www.uab.edu/gsg](http://www.uab.edu/gsg).

Where do I submit an application?
The link for the electronic application can be found on the GSG Travel Grants Website ([http://www.uab.edu/gsg/travel-grants](http://www.uab.edu/gsg/travel-grants)). Only electronic applications will be considered – NO EXCEPTIONS. The application is only available during the posted application period.

What materials need to be included with the application?
There is room to copy and paste your abstract or class registration onto the web form. After your application is received, your mentor and program director may be contacted via email to verify your student status and enrollment.

What is considered qualified travel?
Qualified travel is a travel to an academic or professional conference in which you, as a graduate student, will be presenting your original work as the first or the main author. Qualified travel to an academic training session or course outside of UAB’s campus for which you will receive UAB graduate credit is also considered acceptable.

How do I find my B00 number?
The B00 number is the UAB Student Identification number called the “Banner ID #” that is now being used instead of your social security number. You can find this number on your BlazerNet page.

Who is eligible for funding?
Applicants must be currently enrolled as a UAB graduate student through the Graduate School, in good academic standing, and enrolled at the time of travel AND at the time of reimbursement.

Undergraduate students and 5th year students who have not completed their undergraduate degree are **NOT** eligible for GSG Travel Grants.

Graduate students enrolled in the following schools are **NOT** eligible for GSG Travel Grants:
- Medicine*
- Dentistry
- Optometry*
- Public Health

*Medical and Optometry professional students (M.D. and O.D. students) are not eligible for travel grants; Ph.D. students enrolled in the Schools of Medicine and Optometry are eligible for travel grants.
Any graduate student whose graduate program has their own separate graduate student association funded by student service fees is NOT eligible for a GSG Travel Grant.

**Why are certain graduate programs not eligible for funding?**
The GSG is funded by Student Service Fees, which every student pays when they register for classes. Certain graduate programs have their own UAB Student Service Fee funded student governments, and students enrolled in these schools are not eligible for GSG Travel Grant funds unless they are actively serving on a GSG Committee or as a GSG Senator.

**How do I receive my reimbursement?**
Submit documentation to your department or the Graduate School per the guidelines on the GSG website no later than 60 days after the travel is completed. To ensure timely receipt of your reimbursement, ensure that your mailing address on BlazerNet is correct.

**How many awards do you give per semester?**
Our working budget for travel grants per semester varies from year to year, but we are generally able to give around 15-30 grants per semester.

**How are the awards granted?**
Currently, awards are granted on a randomization system. All eligible applications received during the two week application period are pooled and then randomly selected to determine the order that the grants are given out.

**How can I find out if there is still funding available for a travel period?**
When additional funds are available, funds are distributed first to the students who applied during the normal application period and were put on the wait list. Students on the wait list are notified by the travel grants officer when funds become available.

Due to the large number of applications we receive during the regular application period, the wait list is generally much longer than the amount of funds we have to grant the students. Therefore, we are usually unable to grant funds to students who did not apply during the regular application period.

**Can I email the Travel Grant Officer/my GSG departmental senator my completed application?**
No. Completed applications MUST be submitted through the online application system and applications sent via email will not be accepted.

See the website for links to the online application system: [http://www.uab.edu/gsg](http://www.uab.edu/gsg).

**Do I have to present at the conference to apply for a travel grant?**
No, you are eligible to apply as long as you are attending the conference. If you receive a travel grant, make sure to submit the appropriate documentation to support your travel to your department.

**How long does it take you to process the applications?**
Once online applications are received, a student will receive a confirmatory email from the SharePoint system. Within a week after the application period has ended,
the student will receive an email notification stating if the application has been approved or rejected.

**How long does it take you to process the reimbursements?**

The timeline to getting your reimbursement is dependent on the speed at which your department processes the reimbursement paperwork. Under usual circumstances, you should be reimbursed within a couple of weeks. Questions regarding missing reimbursement should first be referred to your department since they are the reimbursement initiating entity.

**What if I am awarded a grant but no longer need the money?**

Please contact the Travel Grants Officer ASAP if you foresee that you will not be using the GSG travel grant you have been awarded. Failure to do so prior to the beginning of the travel period will result in revocation of travel grant eligibility for one academic year. For instance, if you are awarded a travel grant for Fall 2012 and do not apply for reimbursement, you will not be eligible to apply again until Fall 2013.

**When do I have to turn in my receipts?**

Reimbursement documentation must be submitted to the student’s department no later than 60 days after the travel is completed. Once reimbursement is sent to the student’s department, the reimbursing coordinator for the program should contact the Graduate School (Curtis Jones and/or Cynthia Ballinger) in order for the GSG grant to be debited from the reimbursement. It is the student’s responsibility to communicate this to both their department coordinator AND the Graduate School.

**How many awards can I get per year?**

Each student is only eligible for ONE travel grant award per academic year (Fall – Summer)

**What is the maximum number of travel grants that I can receive?**

Each student is eligible for a maximum of 2 travel grants

**Can I get more than $400 for an award?**

No.

**I am a current graduate student but will be graduating by the time I travel or by the time I submit my reimbursement. Can I still get an award?**

No. Awards are only available to individuals who will be a graduate student in good standing at the time of travel as well as the time of reimbursement.

**Do I need to fill out a special form (i.e. International Travel) in order to be reimbursed?**

No. Since the award is given out as a scholarship, there is no need to fill out any additional UAB forms other than those described in the GSG Policy and Guidelines documents (available on the website).

**Why are non-professional graduate students in the schools of Medicine and Optometry still eligible for Travel Grants?**

The reason that the Schools of Medicine and Optometry have an exception is that graduate students enrolled in the Biological/Biomedical Sciences (i.e. graduate students in the Departments of Cell Biology, Microbiology, Pathology, Vision Sciences, etc. to name a few) are also technically considered to be a part of either
the School of Medicine or the School of Optometry. This is over 400 non-professional graduate students either working on their M.S. or Ph.D. degrees. However, these students DO NOT have access to student service fee funded events and activities sponsored by either the Schools of Medicine or Optometry student governments and are not eligible for other School of Medicine or Optometry student benefits, such as life and dental insurance. These are for the benefit of PROFESSIONAL medical/optometry students only.

I still don’t think it is fair that I am not eligible for a Travel Grant. Is there any way I can still apply for a grant?
Yes. If you are a graduate student enrolled in any of these ineligible departments, you can do one of the following to gain eligibility for travel grants:
- Actively participate on a GSG committee (you do NOT have to be a GSG Senator to participate on a GSG committee)
- Become an active senator in the GSG

How do I find out more about GSG committees or becoming a GSG Senator?
More information can be obtained from the UAB GSG Website (http://www.uab.edu/gsg), or you can contact the current GSG Secretary.