

CENGR Conference Travel Grants for Graduate Students

Guideline:

- Maximum travel grants will be up to \$1,200 for domestic travel and \$1,700 for international travel.
- Doctoral students, especially those in later stages of their program will receive funding priority.
- Eligible students should apply for UGA Graduate School Travel Grant for Students (<https://grad.uga.edu/funding/travel-grants/>), before applying for CENGR Conference Travel Grant.
- Student should apply for travel grants that are offered by the conference or technical society, before applying for CENGR Conference Travel Grant.
- Student who already received travel support from graduate school, conference, or technical society for the same conference must report in the application form the amount that they received from other sources. If the travel grant is received after the CENGR travel grant application, the student must email the Assistant Dean for Academic and Faculty Affairs to communicate the received amount.
- The award of the travel is based on the availability of funding and the application of the student.
- The grant can only be used for lodging, conference registration, and transportation. Food will not be reimbursed.
- Workshop, training program, virtual conferences, and other activities are not covered by CENGR Conference Travel Grant.

Eligibility:

Students must be able to demonstrate the following at the time of application:

- Students must be enrolled in a UGA doctoral or master's program and reporting the results of their dissertation/thesis research as **primary author** of the publication/presentation/poster.
- Doctoral students must have completed **one semester** of full-time graduate studies at UGA at the time of application. (They may include their semesters as a UGA master's student if they pursued a master's degree leading up to a doctoral degree objective in the same unit/program.)
- Master's students must have completed **one semester** of full-time graduate study at the time of application. Semesters of graduate courses completed while student is an undergraduate don't count toward this requirement.
- Students must be registered for full-time graduate study **during the semesters of both application and travel**. Students travelling between semesters must be registered during the semester of application and the semester following travel.
- **Full-time enrollment** credit hours required: at least three (3) credit hours during Fall, Spring, or Summer semester for doctoral students admitted into candidacy. Master's students and doctoral students not admitted to candidacy must have nine (9) credit hours during Fall or Spring semesters OR six (6) credit hours during Summer semester.
- Have a **GPA of 3.5** or higher in graduate courses.
- Not have any grades of Incomplete (I) or Unsatisfactory (U) at the time of application.
- Presidential Fellows or NSF GRFP Fellows on tenure are not eligible for CENGR Conference Travel Grant.

Application Materials (Must be submitted in one single pdf file):

- Completed online application [form](#).
- An abstract of the presentation/poster that includes the student's name.
- Official notification of acceptance from the conference (this is the only document that may be submitted after the application deadline, no later than two weeks before the outgoing travel date or application will be denied).
- A copy of a current unofficial transcript confirming eligibility (including enrollment requirements for semesters of application and travel).
- A half-page narrative of why the travel is important and why this travel grant is needed. Student can also include justification and elaborate information that is not in the application form.
- All the materials should be submitted in one single pdf file via the online application [form](#).

Post-conference Reporting

Awarded students **must submit a one-page infographic-style slide that visually summarizes the presented research, highlighting the problem, approach, and key outcomes in a format suitable for a general audience.** The summary slide must be submitted via a link emailed to the student's email. The student should receive the email on the last day of the conference. It is the responsibility of the student to reach out to the Assistant Dean of Academic and Faculty Affairs if they have not received the email. This summary slide will be used by the CENGR Graduate Office for recruitment and reporting purposes and **must be submitted within one week after the conclusion of the students' conference travel.** To help us continue offering travel support, please remember that submission of the one-page summary is required. Failure to submit may impact future travel grant opportunities.

Reimbursement

Upon your return, please coordinate with your Major Professor and your school's Administrative Associate to complete the reimbursement process. Once reimbursement is submitted, the student must submit the Expense Report reference number, and the actual reimbursed amount via a link provided to the student's email. The student should receive the email on the last day of their travel. It is the responsibility of the student to reach out to the Assistant Dean of Academic and Faculty Affairs if they have not received the email.

Travel Dates

July 1 – September 30
October 1 – December 31
January 1 – March 31
April 1 – June 30

Application Deadline

June 1 (same year)
September 15 (same year)
December 15 (same year)
March 15 (same year)

Note: Some of the content in this document are borrowed from the UGA Graduate School Travel Grants guideline.