International Travel Award

The GSS International Travel Award (ITA) is a competitive award that offers a maximum reimbursement of up to $1,500 of approved student-incurred expenses, as determined by the ITA Committee, for travel outside of the United States, Canada, and Mexico. The ITA is offered for Fall, Spring, and Summer travel. Full- and part-time graduate students whose departments are in good standing with GSS are eligible for the ITA.

The purpose of this award is to promote the professional and academic development of Kent State University’s graduate student population, to support diversity by giving students the opportunity to experience foreign cultures, and to extend Kent State University’s recognition on an international level by providing financial assistance for international networking, research, and professional development.

Who is eligible?

- Full and part-time graduate students whose departments are in good standing with GSS:
  - See bylaws for regulations on departmental “good standing.”
  - Students are eligible to receive one International Travel Award per academic year.

What does this award fund?

- Overseas travel expenses associated with research and/or professional development outside of the United States, Canada, and Mexico, including:
  - Conference and workshop presentations.
  - Travel to a research site or for a project.
  - Conference and workshop attendance.
- Expenses related to travel include:
  - Registration fees.
  - Transportation expenses (Note: While gas expenses can be reimbursed, rental car expenses CANNOT be reimbursed).
  - Lodging.
  - Meals.
  - IMPORTANT: International Travel Awards do NOT fund costs associated with course/credit hours.

How much does this award fund?

- 100% of your approved student-incurred expenses up to $1,500 (e.g., If you are awarded $1,000 and spend $950, you will receive a 100% reimbursement amount of $950).

What are the requirements for the International Travel Award?

- A properly completed application, including all required documents properly “blinded” for review process with only Banner ID as identification (i.e., no name or other personal identifiers on documents), submitted before the posted deadline. Completed application must include:
  - Proof of conference/workshop registration.
  - 2-page, double-spaced, personal statement indicating your reason for travel and its importance professionally as well as to your field of study. Please see the ITA scoring rubric, available on the GSS website, for details on what to include in this statement.
  - List of funding sources (e.g., Departmental funding).
  - Institution Review Board (IRB) approval (if applicable).
  - Current CV or Resume.
  - Your schedule of classes for the semester in which you are applying for the award. (For Fall and Spring travel, students must be enrolled in courses at Kent State University during the
semester they wish to travel. For Summer travel, students must be enrolled in courses for either the Summer term or the subsequent Fall term at Kent State University).

- One (1) letter of recommendation. Letters should be submitted via email to the GSS Symposium Chair, Scout McCully (smcull5@kent.edu), please include “Research Award Recommendation Letter” in email subject line. Other materials indicative of your travel expenses (e.g., Airfare and hotel confirmation if already confirmed).

- Stipulations:
  - Be sure to write your research proposal to a general audience.
  - The online application and letters of recommendation are the only places where your full name should appear. All other documents should only contain your Banner ID number in the header of the document; your name and email address should be redacted if they occur anywhere in the document.
  - Applicants must indicate and justify the expenses as personal or departmental items in their proposal. Items already financed CANNOT be awarded.

- Important Information:
  - A single project cannot be funded by multiple awards in the same academic year. For example, research to be conducted in Poland could be funded by the International Travel Award or the Research Award, but not both.
  - Award recipients are required to present at the Graduate Research Symposium on the project they received funding for prior to the completion of their degree.
  - The International Travel Award is competitive and is reviewed by a volunteer committee (interested parties can volunteer by emailing the Symposium Chair).
  - The International Travel Award Committee reserves the right to allocate the awards as it sees most fit for the application pool, including partial funding or a maximum award of $1,500. The award amount will only reimburse items indicated in the budget of the approved application. Any changes must be adequately justified and included at the time of the receipt submission and are at the discretion of the Research Symposium Chair.
  - Award recipients must complete the GSS Funding Form and submit it within 14 days of their return; original receipts are required for all expenses (excluding food receipts).
  - Applicant’s department must have active representation by their GSS senator.

Where do I turn in my application?

- Application must be completed using the online form linked on the GSS International Travel Award webpage. All required documents can be uploaded through the form, except for the letter of recommendation which should be sent via email to smcull5@kent.edu.

What do I do if my application is funded?

- Retrieve an up-to-date GSS Funding Form from the GSS website. You must submit the completed funding form, along with original receipts, to GSS within 14 days of arriving back. Send via interdepartmental mail or USPS to the following address:

**USPS:**
Graduate Student Senate
Center for Student Involvement Box 18
Kent Student Center
Kent, OH 44240

**Interdepartmental Mail:**
GSS, Center for Student Involvement Box 18, KSC