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 continental United States and Canadian provinces and territories not adjacent to the U.S.  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 continental United States and Canadian provinces and territories not adjacent to the U.S., 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 (Flight or train tickets, etc. This award can pay for gas, but not rental expenses).
* 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% 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. Specific blinding instructions can be found** [**here**](https://www.kent.edu/sites/default/files/file/GSS%20Award%20Applications%20Blinding%20Guidelines%202018.pdf) **and should be followed closely. An example of an exceptional application can be found on the GSS ITA website** [**here**](https://www.kent.edu/graduatestudies/gss-international-travel)**. *All submitted files must be submitted as a .pdf file in order to be considered complete*.** **Applications that are not complete or properly blinded will NOT be reviewed. Completed application must include:**

* Proof of conference/workshop registration or abstract submission (if applicable) as a pdf. If you have not yet submitted an abstract or registered, your advisor will need to write you a statement indicating that you will be attending the international conference or conducting international research.
* 2-page, **double-spaced**, personal statement indicating your reason for travel and its importance professionally as well as to your field of study as a pdf. Please see the ITA scoring rubric, available on the GSS website, for details on what to include in this statement.
* A budget including your anticipated costs and other funding sources (e.g., Departmental funding, conference award, etc.). This should be constructed as a word document with screenshots of AirBnb or hotel confirmation, airfare expenses, etc., and a table listing all expenses and funding sources.
* Institutional Review Board (IRB) approval (if applicable) as a pdf.
* Current CV or Resume as a pdf—be sure to blind this document.
* Your schedule of classes for the semester in which you are applying for the award as a pdf. (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 of recommendation should be submitted using the online letter of recommendation submission portal located on the** [**International Travel Award section**](https://www.kent.edu/graduatestudies/gss-international-travel) **of the** [**Graduate Student Senate webpage**](https://www.kent.edu/graduatestudies/gss)**.**

**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, email address, and other personal identifiers (e.g., phone number, home 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 (typically within one Academic year of receiving the International Travel Award).
* The International Travel Award is competitive and is reviewed by a volunteer committee (interested parties can volunteer by emailing the Vice Executive 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 pay for 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 Vice Executive Chair.
* **Award recipients must complete the** [**Award survey**](https://kent.qualtrics.com/jfe/form/SV_41stXMky59mZUe9) **within 14 business days of their return**; original receipts are required for major expenses (airfare, AirBnB, etc).
* Applicant's department must have active representation by their GSS senator.

**Where do I turn in my application?**

Applications and letters of recommendation must be completed using the online form linked on the GSS International Travel Award webpage [here](https://www.kent.edu/graduatestudies/gss-international-travel). Any questions regarding the application or letter of recommendation submission should be directed to the Vice Executive Chair at [jstoll7@kent.edu](mailto:jstoll7@kent.edu).

**What do I do if my application is funded?**

* Ensure you have direct deposit set up (your award letter explains how to do this).
* Sign and submit your award letter to Jordyn Stoll at [jstoll7@kent.edu](mailto:jstoll7@kent.edu) to receive upfront funding.
* Make a PDF of major receipts from your travels to submit.
* Complete the [award survey](https://kent.qualtrics.com/jfe/form/SV_41stXMky59mZUe9) within 14 business days after returning home. Please contact the Vice Executive Chair, Jordyn Stoll, at [jstoll7@kent.edu](mailto:jstoll7@kent.edu) if you are unable to take the survey.