Graduate Student Educational Research Fund (GSERF)

ESR graduate students requesting travel funding from GSERF must submit a completed application to the GSERF committee chair at least 30 days prior to the dates of travel to receive full consideration. Final approval of all committed funds is at the discretion of the GSERF committee in consultation with the Department Chair, and is distributed on a first come, first served basis in the form of reimbursement. Submission of a travel funding application does not grant automatic approval for funds. If funding is depleted, no further travel funding application will be accepted.

Prior to submitting an application for travel funding, applicants should be aware of the following GSERF policies:

1) Funding is limited to one trip per fiscal year, per applicant.

2) For approved applications, the amount of funding requested is not necessarily the amount that will be awarded.

3) Funding is awarded as a reimbursement after the dates of travel.

4) Funding that has been awarded is allocated for use towards airfare, rental cars, lodging, registration fees, and/or gas expenses equal to the cost for the distance of the trip. GSERF awards do not cover any costs associated with food or drink.

5) Applicants are responsible for producing the original receipts for expenses with the applicant’s name listed as the payee (when applicable) for reimbursement.

6) All funding applications must include all the forms (completed, printed, and signed) and the supporting documentation requested on the checklist.

Funding will be allocated on the following basis in favor of 1st authorship presentations:

- Applicants who have been admitted to doctoral candidacy (i.e., completed course work and passed qualifying exams) will be eligible to receive up to $250 when presenting at a widely recognized and professionally appropriate national or international conference.

- Doctoral student applicants who have not yet been admitted to candidacy will be eligible to receive up to $200 when presenting at a widely recognized and professionally appropriate national or international conference.

- Masters-level students will be eligible to receive up to $150 when presenting at a widely recognized and professionally appropriate national or international conference.

- Regardless of course work completion or degree/certification sought, applicants will be eligible to receive up to $100 when presenting at a professionally appropriate regional conference.
**GSERF Requirements and Checklist**

**Application requirements:**
1) The applicant must be a current graduate student of the department of Educational Studies and Research and be in good standing with the department.
2) The applicant must be enrolled at USM during the dates of travel.
3) The applicant must be an author (1st) or co-author (2nd) of the presented research.
4) The presented research must be related to ESR.
5) All funding applications must be submitted at least 30 days prior to the dates of travel.
6) Submit all of the following documents in the order listed as a single PDF:

   - a. **GSERF Requirements and Checklist** (signed and dated by applicant)
   - b. **GSERF application coversheet** (signed and dated by applicant)
   - c. **Confirmation of acceptance to present at an event** (Submit a copy of an official conference schedule showing the applicant’s name as the presenter (1st or 2nd author) and a listing of the date and time of the presentation. An email from a conference representative confirming that the presentation has been accepted listing the date and times of the presentation is also acceptable.)
   - d. **Title and abstract of paper or project to be presented** (Submit the official title and abstract of the presentation. Only presentations directly related to ESR will be considered for funding by GSERF.)
   - e. **Conference registration fee**
   - f. **Airline/rental car, and/or driving distance to the destination estimate.**
     (Clearly indicate travel dates and estimated total costs. If driving to the destination, provide the total distance (miles) multiplied by $0.55 per mile.)
   - g. **Lodging estimate**

Please submit completed application packets as a single PDF to Dr. Yen To (yen.to@usm.edu), 601.266.4562, Owings-McQuagge Hall 135C.

I have read and understood the conditions listed above.

______________________________
Name of Applicant (Printed)

______________________________
Signature of Applicant                         Date
GSERF Reimbursement Request

GSERF awardees must submit a request for reimbursement within 30 days of return from the travel date listed in the original application. To receive reimbursement in the amount awarded, awardees must provide the following documents in their request and submit as a single PDF.

1) Cover letter to the GSERF committee requesting reimbursement for travel (signed and dated). Provide the amount requested and your contact information in the cover letter.

2) Copy of the GSERF APPLICATION COVERSHEET FOR TRAVEL REIMBURSEMENT (with approval signatures) along with the following documentation (if applicable),

- a. Confirmation of presentation. Awardees must provide a copy of conference registration receipt with awardee listed as the payee. Awardees must also forward a digital or scanned photograph taken during the time of their presentation to the chair of the GSERF committee. A photograph of the awardee taken in front of the conference banner will also suffice. (Please indicate in the body of the email whether you give ESR permission to use the photos for purposes of graduate student recruitment, development, and announcement.)

- b. Air travel confirmation. Awardees must provide the original departure and arrival flights’ boarding passes. These copies must indicate the awardee as the passenger.

- c. Rental car receipt and/or documentation of the driving. Awardees must provide original receipts listing the dates of travel and the awardee listed as the payee (for rental agreement).

- d. Lodging Accommodations Confirmation. Awardees must provide an original receipt for lodging expenses with the applicant’s name listed as the payee.

Please submit GSERF reimbursement requests as a single PDF to Dr. Yen To (yen.to@usm.edu), 601.266.4562, Owings-McQuagge Hall 135C.
GSERF APPLICATION COVERSHEET FOR TRAVEL REIMBURSEMENT
(For full consideration, submit to GSERF committee chair at least 30 days prior to travel)

Your Name: __________________________________________________________

Your email: __________________________________________________________

Your ESR Program name: ______________________________________________

Degree Sought: □ Ph.D. □ Ed.D. □ M.S. □ M.Ed.
Certificate Sought: □ Adult Ed □ CC Leadership □ Institutional Research

Faculty Advisor: __________________________________________ Phone #: _______________________

Travel Information

Name of Event: __________________________________________________________________________

Type of Conference: □ Regional □ National □ International
Presentation Type (check one): □ Poster □ Paper □ Symposium Talk
Authorship (where are you in the authorship byline for the presentation?) □ Sole or 1st □ 2nd

Official Presentation Title: __________________________________________________________________________

Destination (City, State, Country): __________________________________________________________

Travel Dates From: ___________________________ To: ___________________________

Estimated cost of travel (provide supporting documentation):

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td>$</td>
</tr>
<tr>
<td>Cost to/from Destination (Airfare/Rental Car)</td>
<td>$</td>
</tr>
<tr>
<td>Lodging/Accommodation</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Applicant signature: ___________________________ Date: ___________________________

We hereby approve your request up to $______________________________

Comments: __________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Yen To, GSERF Committee Chair (Date)

Thomas V. O’Brien, ESR Chair (Date)