



Graduate Student Travel Award Checklist

This checklist will help you ensure that you are completing all necessary steps.

- Before** filling out the online application make sure you have all the necessary supplemental materials. The necessary documents are as follows:
 - 1) A completed GSTA Departmental Approval form including signatures from the student applying, the student's advisor, and the financial authority of the department or program sponsoring the student's travel.
 - This form must include both the amount the department is pledging to support the student's travel as well as the source of funding. The School of Graduate Studies will match this pledge to cover additional travel expenses up to \$500 for travel within the United States and up to \$1000 for travel outside the United States.
 - 2) An estimate of the direct costs (registration, transportation, lodging, meals, etc.) associated with the conference. Include the following statement of acknowledgment at the end of the estimate of direct costs and at the bottom of the first page of the paper or poster:

Statement of Acknowledgment: This presentation was made possible, in part, through financial support from the School of Graduate Studies at Case Western Reserve University.
 - 3) An abstract of the paper that was accepted for presentation with documentation of that acceptance (association letter, program schedule, etc.). Please note: The abstract and proof of acceptance must be uploaded as a single document. If you are submitting a proof of acceptance that does not include the abstract please save the two documents as one file and upload only the combined document.
- Once you have all the necessary supporting materials**, please complete the application in Campus Groups: <http://cglink.me/s17828>. Login using the blue Single Sign On box to the right of the page. **All three** documents above **must be complete** and ready to be uploaded at this time.

The **completed application** with all supporting materials (GSTA Departmental Approval form with signatures and speedtype, estimate of expenses, abstract, and proof of the paper's/ presentation's acceptance) must be submitted to the School of Graduate Studies at least **TWO WEEKS** prior to travel.

Deadline: None—review of applications will begin at the start of the academic year.

Number of Awards: Unspecified, but limited to, and dependent on, a pre-set annual allocation.

Questions: Please refer to the Fellowships and Awards page on the School of Graduate Studies website <http://bit.ly/2MVMP5x> or email gradtravelawards@case.edu