

Travel Award Policy & Application Guidelines

Graduate Student Association (GSA) – Wesleyan University

Effective: Spring 2026

Award Overview

The Graduate Student Association (GSA) Travel Award is designed to help graduate students attend academic conferences to present. The goal of this funding is to assist students with the costs of attending conferences, rather than fully funding the entire trip.

- **Award Amount:** \$400.00 per recipient.
- **Availability:** Up to 8 awards per academic year (allocated as 4 awards per semester). If the quota of 4 awards is not filled in a semester, the remaining slots will be added to the next semester.
- **Surplus Funds:** If the budget permits at the end of the fiscal year, additional awards may be offered.

Distribution & Eligibility

The GSA strives to support both Doctoral and Masters students. The 8 annual awards are distributed as follows:

- **PhD Students:** 6 awards allocated per year.
- **Masters Students:** 2 awards allocated per year.

Lifetime Award Limits

To ensure equitable access to funds, the following lifetime limits apply to every student:

- **Masters Students:** May receive the award once during their degree.
- **PhD Students:** May receive the award twice during their degree.
- **PhD Exception:** PhD students who have passed their 5th year of study may apply for one additional award (bringing the total maximum to three).

Application Requirements

Obligatory Participation

To be eligible for funding, applicants must be actively contributing to the conference program. Mere attendance is not sufficient.

- **Presentation Requirement:** Applicants must be a scheduled presenter in a recognized format, such as an oral presentation, poster session, or creative performance.
- **Advisor Endorsement:** Approval from the student's Principal Investigator (PI) or Faculty Advisor is mandatory to receive this award.

Application Standards

While the GSA no longer uses a graded rubric, applications must meet the specific quality standards outlined below to be accepted. Applications that do not meet these criteria will receive feedback and a opportunity to resubmit. If the appropriate changes are not made, the application will not be considered further.

1. **Abstract**

Standard: The abstract must be clear, concise, and give the reader a sense of the importance of the work presented.

2. **Overview of Travel**

Standard: The application must provide a clear and detailed outline of travel plans, including specific cost estimates.

3. **Goals and Objectives**

Standard: Goals and objectives of travel must be clearly stated. There must be compelling reasons provided for attending the conference.

Selection Process

Rolling Basis Selection

Awards are no longer granted based on a competitive score. Funding is awarded on a rolling basis to all applicants who meet the eligibility requirements and application standards listed above until the semester quota is met.

Note: Applications will be processed by OGSA within 5 business days.

Vetting Process

Applicants are expected to attend or to have attended the All-GSA Meeting that takes place in the semester during which they apply. The Office of Graduate Student Affairs (OGSA) reserves the right to review all conference details. OGSA may decline funding if the conference in question is deemed illegitimate or predatory.

Note: This policy is subject to budgetary availability. Please direct questions to the OGSA.