

Office of Graduate Studies & Office for Academic Programs announces:

Giles T. Brown Graduate Student Travel Grant

The Giles T. Brown Graduate Student Travel Grant, established in Fall 2015 with funds from the Giles T. Brown Endowment for Graduate Studies, supports the travel of CSUF graduate students to participate in conferences to present their research.

PURPOSE:

Grant money funds travel and conference registration expenses for CSUF graduate students participating in professional conferences and other professional activities (performances, art exhibitions, etc.) wherein the student is presenting his/her research and/or presenting creative or performing activities.

CONDITIONS:

1. Travel is only allowed in the continental U.S.; International travel cannot be funded at this time. Applications for travel planned for more than three months after the application date might be postponed to a later application date. Travel cannot occur less than 2 weeks of the submittal deadline dates. A completed Travel Request form must accompany your application.
2. "Conference" may include symposia, congress, arts competitions, and performance auditions. Applications will only be considered if the student has an active participation in the conference (for example, as presenter, speaker, poster author, panelist, conference volunteer/worker, performer, etc.). It is expected that the participation will be linked to the student's degree program requirements (for example, thesis or project research, performance, or course work).
3. Financial need will be determined by the Free Application for Federal Student Aid (FAFSA) or CA Dream Act if you are eligible. If you are not eligible to complete one of these applications, you will need to explain your financial need in Part II of the grant application. The explanation needs to include details about your regular expenses and income and will be determined at the discretion of the Director of Graduate Studies.
4. **Grant awards will average from \$200 to \$1,000. It is unlikely that a grant award will cover the entire cost of the student's expenses.** Grant funds are disbursed as reimbursements to the student and require receipts to be submitted for reimbursement after expenses are paid.

ELIGIBILITY:

1. Applicants must be currently enrolled in a graduate degree program (master's or doctoral) during the semester of application (enrollment in GRAD 700 is acceptable.)
2. California residency is not a requirement.
3. Applicants must be in good academic standing with a minimum 3.00 Graduate GPA (cannot be on academic probation).
4. Applicants must demonstrate financial need (via FAFSA, CA Dream Act or Personal Statement).

TO APPLY:

Students must submit the following: 1) Application, 2) Travel Request form, and 3) copy of the conference program or document showing conference date & location to the Office of Graduate Studies (MH 112) by 5PM on the application deadline.

Students participating in multiple conferences must submit a separate application for each conference (i.e. if you are presenting a poster in 3 conferences, you will need to submit 3 separate applications).

Applications and information are available on the Office of Graduate Studies website: www.fullerton.edu/graduate.

Faculty letter of recommendation must be sent directly to Grad Scholars via email at gradscholars@fullerton.edu or fax to 657-278-7590 or hand-delivered in a sealed envelope for the Graduate Studies office in MH-112.

DEADLINE:

Applicants are encouraged to apply as early as possible within the context of their travel dates.

All application materials must be submitted to the Office of Graduate Studies at MH-112 by 5PM by the appropriate deadline.

The Submittal Deadlines for 2019-2020:

FALL SEMESTER:	SPRING SEMESTER:
September 9, 2019 & November 21, 2019	February 20, 2020 & May 21, 2020

If you have any questions, contact the Office of Graduate Studies: gradscholars@fullerton.edu or 657-278-2618

**GILES T. BROWN GRADUATE STUDENT TRAVEL GRANT
2019-2020 APPLICATION**

To be eligible, applicants must be enrolled in a CSUF graduate program, have a minimum 3.00 Graduate GPA and demonstrate financial need.

Name: _____

CWID: _____

Address: _____

Phone: _____

City, State, Zip: _____

Graduate GPA: _____

Email: _____

Degree Program: _____

PART I - REQUIRED MATERIALS

1. **Personal Statement (1 page maximum per question, 4 pages maximum):**
 - a. What is the nature and purpose of the travel for which you are seeking funding? If you are traveling to a conference, what is the name, place, and date of conference? What is your role at the conference (i.e. presenter, panelist, performer, poster submittal, assistant and/or volunteer)?
 - b. Submit an itemized budget associated with the travel for which you are requesting funding. Indicate any other funding you anticipate receiving or have received for this activity.
 - c. Describe your educational and career goals. Include any challenges or disadvantages you have encountered in the pursuit of your education.
 - d. Demonstrate Financial Need: Regardless of eligibility for FAFSA or CA Dream Act, explain your financial need. This should include details about your regular expenses and income. If you are eligible and have not yet completed a FAFSA or CA Dream Act application, you will need to do so within a week of submitting this grant application. ***Please note: it is unlikely that the funds granted through this program will cover the entire cost of the proposed travel.***
2. **Confidential Letter of Recommendation from a Faculty member:** For the letter to be considered confidential, the letter must be sent directly to the Office of Graduate Studies (MH-112) by the Faculty member or hand-delivered in a sealed envelope with the Faculty member's signature written on the envelope flap. Other options available are: 1) the Faculty member can email the letter directly to Grad Scholars at gradscholars@fullerton.edu or 2) send via fax at 657-278-7590.
3. **Copy of your CV/Resume**
4. **Copy of the advertisement or conference program showing conference date & location**
5. **Completed & signed Travel Request Form:** Make sure to complete the areas that are highlighted in yellow, as well as sign and date the form. If the travel will occur more than three months after the submittal deadline dates, the application might be postponed to a later application date.

PART II - CONFERENCE DETAILS

Please check the application deadline you are applying for:

September 9, 2019

November 21, 2019

February 20, 2020

May 21, 2020

Name of Conference: _____

Conference dates: _____ Conference location: _____

Are you attending the conference with other graduate students? Yes No

If yes, please list the name(s) of the graduate student(s) who will be accompanying you:

Will any portion of the travel costs be shared among you? Yes No

If yes, please list the breakdown of the travel cost. Make sure to include the amount that each person is responsible for paying. This does not have to be exact costs; estimated amounts or percentages are acceptable. (For example: John Doe: ½ of hotel cost; John, Jane, and Sam will split the taxi cost equally)

Will you receive any funding from other sources (i.e. ASI, Dept, etc)? Yes No

If so, please list the funding source(s) and the actual amount(s) you are approved:

Please note: The purpose of the grant is to assist students with additional financial support so that they can participate in conferences. The funds received from this program will more than likely not cover the entire cost of the proposed travel.

By signing and dating below, I affirm that the information given above is accurate and correct.

*Applicant's Signature*_____
Date

**CALIFORNIA STATE UNIVERSITY, FULLERTON
 BUSINESS TRAVEL AND PREPAYMENT REQUEST**

DOCUMENT NUMBER _____
 IF REVISION, CHECK HERE

TRAVELER'S INFORMATION			
Faculty / Staff <input type="checkbox"/>	Student Employee (job related) <input type="checkbox"/>	Student Employee (non-job related) <input type="checkbox"/>	Student <input type="checkbox"/>
Traveler's Name		CWID	
Title Graduate Student	Prepared by Sonya White		
Department Name Graduate Studies	Phone Number 657-278-8542		
Department ID 10375	E-mail sonyawhite@fullerton.edu		

BUSINESS TRIP DETAILS AND PREPAYMENT REQUEST	
University Business Purpose of Trip _____	
Trip Destination (city/state or city/country) _____	
The CSU is prohibited under California Law, Government Code Section 11139.8, from approving the use of "state funds" for travel to certain states. Please check the California State Attorney General's website, State of California Department of Justice for a current list of affected states when planning out-of-state travel. Please refer to the document titled " Update on CSU Travel Ban and Clarification on Appropriate Use of Funds " for further details.	
Trip Dates (departure date) _____	(return date) _____
Is any portion of this travel personal? (Personal combined with international business travel may be subject to tax. Contact the Tax Compliance Mgr at ext 5671) <input type="radio"/> Yes <input checked="" type="radio"/> No	
List date(s) and location of personal travel _____	
An international trip occurring after August 26, 2016 is considered entirely for business if at least one of the following four exceptions is met (Select appropriate boxes):	
<input type="checkbox"/> The employee does not have substantial control over arranging the trip	<input type="checkbox"/> Less than 25% of total time is spent on personal activities
<input type="checkbox"/> Travel outside of the U.S., combining business and personal time, is for a week or less	<input type="checkbox"/> Vacation is not a major consideration in planning the trip
Foreign Travel - Submit travel request 4 – 6 weeks prior to departure date (6 – 8 weeks prior to departure date for high hazard countries):	
Have you obtained the required foreign travel liability insurance from the Office of University Risk Management? Any questions, call ext 7346..... <input type="radio"/> Yes <input checked="" type="radio"/> No	
If no, complete Foreign Travel Liability Insurance Form. Link is http://riskmanagement.fullerton.edu/InternationalTravel/Login.aspx . If country is deemed high hazard, travel will require Chancellor's Office approval. Office of University Risk Management will notify traveler.	
Check appropriate box..... University P-Card <input type="checkbox"/>	Travel Prepayment (reg fee) <input type="checkbox"/>
Cash Posting Request <input type="checkbox"/>	
Travel Prepayment for Registration Fee (University check payable to vendor on the registration form / Attach a copy of the registration form):	
Payable To: _____	Amount _____ Required Date _____

DEPARTMENT ID AND AMOUNT TO BE CHARGED			
	Account(6)	Fund(5)	Dept(5)
	Program(4)	Class(5)	Project(8)
State Funds:	(registration fees, attach copy of form).....		
State Funds:	Amount _____		
State Funds:	Amount _____		
State Funds:	Amount _____		
IRA Funds (ASI):	Amount _____		
CSFPF Funds:	97941	Amount \$1,000.00	
CSUF ASC Project #:	<input type="checkbox"/> * Sponsored Programs	<input type="checkbox"/> ** Other (describe)	Amount _____
* If using both State and ASC Sponsored Program funds, include explanation for use of state funds in Business Purpose of Trip.			Total Amount Requested \$1,000.00
** Other _____			Authorized Amount Not To Exceed (optional) \$1,000.00

TRAVELER'S SIGNATURE	
I HEREBY CERTIFY the above travel is necessary to conduct official business on behalf of California State University, Fullerton and agree to submit my Travel Expense Claim within 60 days from the return date.	
I HEREBY CERTIFY THAT, IN DRIVING A VEHICLE FOR OFFICAL STATE BUSINESS, I have complied with the Requirements for Driving on University Business provided in the following link: http://rmehs.fullerton.edu/DrivingOnCampus/Requirements.php (Does not apply to Students or Student Employees - Non-Job related)	
Will lodging exceed \$275 per night, excluding taxes, for travel in-state, out-of-state including Alaska, Hawaii and US possessions? (effective November 1, 2015) <input type="radio"/> Yes <input checked="" type="radio"/> No	
If yes, describe the business purpose to stay within certain facilities at a rate above \$275. VP/Designee signature below will serve as pre-approval to exceed the rate.	

TRAVELER'S SIGNATURE _____ **DATE** _____

APPROVAL SIGNATURES			
I HEREBY CERTIFY a) I have authorization to approve in-state, out-of-state, international travel and lodging in excess of \$275 per night in accordance with the CSUF Travel Policy; b) this travel is necessary for conducting business on behalf of the University; c) if foreign destination is on the State Department's travel warning list, I have read and understand the travel warning for the country to which I am authorizing travel; d) travel will be in accordance with the CSUF Travel Procedures and Regulations; and, e) *state funds have not been used to subsidize any activities funded through sponsored programs.			
ADMIN UNIT/DEPT CHAIR _____	DATE _____	AVP/DEAN _____	DATE _____
VICE PRESIDENT/DESIGNEE _____	DATE _____		
PRESIDENT APPROVAL - REQUIRED FOR ALL INTERNATIONAL TRAVEL (INCLUDING U.S. POSSESSIONS) AND EXCEPTIONS TO THE CSU TRAVEL RESTRICTIONS			
CSUF PRESIDENT/DESIGNEE _____	DATE _____		