

GPSA Travel Grant Application Step-by-Step Flow Chart

Revised July 13, 2011

The flowchart on the following pages is intended to guide you through the five steps of the application process.

- Step 1: Pre-Application Preparation**
- Step 2: Travel Authorization Form**
- Step 3: GPSA's Nimble-Net™ Application System**
- Step 4: Travel Grant Application**
- Step 5: Notification & Next Steps**

1. You are eligible to apply for a travel grant from GPSA if...

- you are currently enrolled in at least 1 graduate-level credit at ASU and will be enrolled during the time of your travel (Summer enrollment not required)

and

- the travel is directly related to your graduate program of study.



1a. Has the deadline passed for your month of travel?

Applications are due on the 7th of the month *prior* to the month you are departing.
(Example: If your trip begins in October, your application is due no later than Sept 7th.
If desired, you may apply early by submitting before the Aug 7th cycle deadline but after the July 7th deadline.)

Effective July 2011, a **one-day** grace period may be allowed if you are traveling on the last day of a month to attend an event beginning on the first day of the next month. For example, if traveling on July 31st to attend an event on August 1st, you may still submit by July 7th.

NO



1b. Begin researching the costs of your trip, if you have not already done so.

Research the costs of transportation, lodging, and registration.
If purchasing two one-way fares, print a copy of a roundtrip fare quote to demonstrate that one-way fares are less expensive. Submit with receipts for reimbursement.

If driving your own vehicle, see full guidelines at www.asu.edu/gpsa/funding/travel/

PROCEED TO STEP 2 BELOW

YES



1c. Sorry, GPSA is unable to make any exceptions to the application deadlines.

We encourage you to apply for another travel grant in the future.

2. Have you already completed an ASU Travel Authorization (TA) Form for this trip?

YES

NO

2a. Do not complete another TA Form for this trip. Simply add GPSA's information to your existing form.

2b. Are you traveling to Alaska, Hawaii, or an international destination?

YES

NO

2c. Are you planning to apply for funding from an additional academic unit that requires a paper TA Form?

Some departments require that students use a paper TA Form rather than the electronic TA Form.

YES

2d. Before applying to GPSA's travel program, you will need to complete a paper TA Form.

Download and print this paper form at travel2.asu.edu.

GPSA does NOT need your paper form unless you are funded. Wait for notification before bringing a paper form to the GPSA office on Tempe campus.

NO

2e. Before applying to GPSA's program, you will need to complete an electronic TA Form.

You can complete this electronic form at travel.asu.edu.

Your form must be submitted in the ASU Travel System before the GPSA Travel Grant deadline.

2f. Add GPSA's Information to Your New or Existing TA Form

The TA Form will ask you to designate a Travel Manager.

If GPSA is your sole or primary source of funding, designate Annette Jecker (ID: ajecker1) as your 'Manager'. If another department is your primary source of funding and you would like them to manage your receipts/reimbursement, designate Annette Jecker (ID: ajecker1) as a 'Contact' in the appropriate field of the **electronic** TA Form (does not apply to paper forms).

The TA Form will also ask you to designate an Authorized Travel Officer (ATO).

Each academic unit has an official ATO who will verify that you are a student and are traveling to the conference or event you specify. ATOs only verify that you are traveling; their approval does not obligate your academic unit to provide any financial support for your trip. You may [find your department's ATO by clicking here](#).

Per Diem

The cost of your meals will be calculated on your ASU Travel Authorization (TA) Form using the daily rate (per diem) for your destination. If you are submitting an electronic TA form, this will be calculated automatically. If you are submitting a paper TA Form, this will be done by hand. Lodging is reimbursable at a per diem rate, unless you are staying at an official conference hotel, which may be reimbursed in full (if documentation is provided indicating the hotel is an officially designated conference hotel).

PROCEED TO STEP 3 BELOW.

3. Have you ever used GPSA's Nimble-Net™ grant application system?

ONLY AS A
JUDGE/REVIEWER

NO

YES

3a. Create a user profile in GPSA's Nimble-Net™ grant application system

[Click here to create your new user profile](#)

4. Complete the GPSA Travel Grant Application

- Login at www.nimble-net.com/gpsa
- Select the Travel Grant program from the drop-down menu
- Click 'Start a new application'
- Once you have started a new Travel Grant application, you will be asked to provide general information about yourself and the event you are planning to attend, information about the purpose of your travel (whether to participate in an academic conference or another professional development opportunity), and the costs of your trip. Be sure to complete the entire application; applications missing information will not be selected for funding.
- The application will ask for your TA Form number (See Step 2 above). Applications that do not include a valid TA Form number will not be selected for funding.
- The application will ask you to designate the primary purpose of your travel and answer questions related to that purpose. Please only answer the questions related to your primary purpose, as those are the only questions that will be reviewed by the judges.
- Select '**Academic Conference Travel**' as your primary purpose of travel if you are presenting a paper or a poster, sitting on a panel, or serving any other leadership role at an academic conference (such as committee chair, facilitator, etc.).
- Select '**Other Professional Development Opportunity**' as your primary purpose of travel if you are attending a workshop or training, giving a recital or performance not within the context of an academic conference, delivering an invited address that is not better described as an academic conference presentation, participating in a competition related to your program of study, or attending any other event or activity related to your program of study, including attending an academic conference for networking purposes, but not presenting.
- You may save your application and return to it later in the Nimble-Net system. Once you have completed the entire application form and reviewed it for errors, make sure you have agreed to the grant rules and submit the application. Applications that have not been fully submitted by the deadline will not be considered for funding, under any circumstances.

PROCEED TO STEP 5 BELOW.

5. Await Notification

Notifications are sent to the email address provided in the application. If you do not receive an award decision by the end of the month prior to travel, it is your responsibility to inquire by contacting the GPSA [VP of Internal Affairs](#).

Were you awarded a travel grant?

YES

NO

5a. Before Your Trip

If you are using a paper TA Form and have a department ATO signature on it, you may either email, fax or bring a copy of the paper TA to the Graduate Student Center (CFS Building – Tempe campus).

If you are using an electronic TA Form, be sure that Annette Jecker (ID: ajecker1) is listed as either the 'Manager' or a 'Contact'.

Your TA Form must be approved by all parties *before* you depart.

During Your Trip

Keep all original receipts for travel and lodging, including conference program documentation if staying at a conference hotel whose rate is higher than the lodging per diem (see Step 2 above). Hotel receipts must be itemized. If you are sharing a room, you must provide proof of hotel occupancy and proof of payment for your share of the hotel bill. Also keep a copy of your event registration form(s) or other proof of payment.

Expenses paid in cash will not be reimbursed. Receipts must identify that your credit card or check was used (otherwise we will need a copy of your bank statement).

After Your Trip

Make copies of all your receipts for your records.

Submit all original documentation (e.g., airline receipts, hotel bills, ground transportation receipts, conference registration forms, bank/credit card statements) to the Graduate Student Center (CFS Building – Tempe campus) *no later than 5 business days* after your return.

In addition, GPSA asks all grant recipients to submit a brief statement or sound bite describing how the travel grant contributed to their academic/professional development, for use on the GPSA website and promotional materials.

If you are using a paper TA Form, be sure to bring the *original* form to the Graduate Student Center for GPSA account information to be added.

If you do not receive reimbursement within 30 days, contact annette.jecker@asu.edu.

5b. Has the application deadline passed for your trip?

Applications are due on the 7th of the month *prior* to the month you are departing.

NO

YES

5c. Apply again.

Some months are less competitive than others. You may either strengthen your argument or resubmit your application as-is, if you feel it was a strong application.

Once your application has been declined in the Nimble-Net™ system, you may apply again.

Make sure your new application is not missing any information, and be sure to include your existing TA Form number again.

5d. Seek out other funding sources for your trip and consider applying in the future for a different trip.

OR

5e. If you believe a mistake was made in the review process, you may appeal the rejection within 3 days of the notification.

The following procedure shall be followed:

1. Submit a written complaint specifying in a *tangible and concrete* way the error of the decision to deny your award to the GPSA [VP of Internal Affairs](#).
2. Denials of funding based on negligence or ineligibility (e.g., incomplete applications, falsified applications, requests for funding outside the scope of the grant) will not be reconsidered.
3. All decisions by the VP of Internal Affairs and the VP of Professional Development are final and may not be re-appealed.
4. Decisions will be made within 5 business days following submission of appeal.