

# SHRS PhD Travel Grant Program Instructions

## About the Program

The objective of this program is to provide financial assistance to PhD students at SHRS to attend academic and professional conferences or workshops. The SHRS PhD Travel Grant Program is funded by graduate student activity fees and is administered by the SHRS Student Advisory Board (SAB).

## Eligibility Criteria and Guidelines

1. Applicants must:

- Be currently enrolled as a PhD student in the School of Health and Rehabilitation Sciences (SHRS) at the University of Pittsburgh
- Not be receiving travel funds from another university account (i.e. research grant support, departmental funds, etc.), with the exception of funds from:
  - o A student organization registered with the Student Organization Resource Center (SORC)

**OR**

- o The Graduate and Professional Student Association (GPSG) Travel Grant Program. (See instructions below to apply to both the SHRS and GPSG travel grant programs.)

2. Students are eligible to apply for one SHRS PhD Travel Grant per fiscal year (July 1 – June 30) based on the date of the conference. Funds are available for a limited number of students per semester depending on the funding amounts for which the applicants are eligible. Funds will be awarded on a first-come, first-served basis. Due to limited funding, if a large number of students from a specific department apply for funding for the same conference, decisions on funding allocation may be turned over to the respective department chair or supervisor. Funding allocation may come in the form of (1) a specific number of students selected based on criteria determined by department heads or (2) all students receiving a portion of the requested funding. There is no guarantee that funds will be available in the semester in which you apply.

3. We understand that a student's decision to attend a conference or workshop often depends on the availability of funds to support his or her travel. Students may apply for funds in advance of the conference, no earlier than 60 days prior to the conference start date. If eligibility criteria are met and funds are available, students will receive conditional approval for a travel grant award. Travel funds will not be disbursed until after the student returns from the conference and has submitted appropriate receipts and support materials. Please note that **no** applications will be accepted after the student returns from the conference or workshop.

4. See the "Type of Participation" table on the application form for the types of events that qualify for funding, required documentation, and the maximum amount of funding offered for each category.

5. Internships, fieldwork, job fairs, and dissertation research do not qualify for funding through the SHRS PhD Travel Grant Program.

6. Incomplete or ineligible applications will not be processed.

## Applying for the SHRS PhD Travel Grant Program

1. Carefully review the eligibility criteria and guidelines above prior to preparing your application.
2. Submit your application and participation information no earlier than 60 days prior to the start date of the conference.
  - Click on the SHRS PhD Travel Grant Program application on the SHRS website. <https://www.shrs.pitt.edu/travelgrants/>
  - When you are submitting your application you will need to Upload proof of participation information to your application as listed within each “Type of Participation” level. Please have this information available when completing your application.
3. Allow at least 2 weeks for review of your application. Applicants will be notified of funding decisions via email.
4. If you receive conditional approval for funding, submit the following support materials for your Reimbursement Form within 30 days of returning from the conference

## Reimbursement Form Information

Refer back to the SHRS PhD Travel Grant website <https://www.shrs.pitt.edu/travelgrants/> for the following:

- SORC Online Reimbursement Form Webpage and Instructions
- W9 PDF form

Reimbursement Forms, including the original receipts and “Congratulations” email for travel grant, will be processed by SORC as soon as possible after they are received, but you should allow 4-6 weeks for the University to process the payment and disperse your reimbursement. (Note that it may take more than 4 –6 weeks to receive your check if you are applying to both SHRS and GPSG travel grants.)

## GPSG Travel Grant Program

In addition to the SHRS PhD Travel Grant Program, funds for travel are available through the Graduate and Professional Student Government (GPSG) Travel Grant Program. Students may apply to SHRS only, to both SHRS and GPSG, or only to GPSG, depending on their eligibility. The eligibility criteria and applications for the two programs differ, so it is important to review all information prior to completing your application(s). GPSG application are only accepted before attending the conference.

Conference Occurs between These Dates: Window to Apply for Pre-Approval

July 1- October 31 -----May 27 - October 31

November 1 - February 28-----September 1 - February 28

March 1- June 30-----January 1 - June 30

Those students who wish to apply to GPSG for travel funds should obtain application forms, Travel Expense forms and guidelines from the GPSG website <http://pre.gpsg.pitt.edu/services/travel-grants/> and should submit their applications directly to GPSG.

**Please contact the SHRS Student Advisory Board (SAB) Vice President at [shrssab@groups.pitt.edu](mailto:shrssab@groups.pitt.edu) if you have questions about the travel grant program.**