Graduate Student Association Skills Training Travel Awards
Spring 2015 Application

The purpose of the Graduate Student Travel Awards is to allow Clark University’s graduate students to attend workshops or schools to improve their skills so that they may be better prepared to conduct research. The workshop/school may offer courses in research methodologies like conducting interviews, in software use, in language training, or in any other skill of use to the student in her or his particular discipline. Internships, or workshops for non-research purposes, such as teacher training, or workshops designed to help one find a job are ineligible.

The Graduate Student Council (GSC) will be dispersing a total of $1,200 in travel awards. Applicants can request up to $300 for the reimbursement of expenses. The goal of the GSC is to provide as many students as possible with travel funding consistent with the applicants’ needs. In consequence, along with the academic merit of the proposal, the content of the budget will be one of the factors considered by the jury.

The due date for the email application to clarkgsctravelawards@gmail.com is the end of Sunday March 8 at midnight.

The recipients will be announced the Multidisciplinary Conference on April 8, 2015.

Students are only eligible to win an award if they have not won the Fall 2014 GSC Skills Training Travel Award or the Fall 2014 GSC Academic Conference Travel Award.

Application Requirements:

The following information needs to be in the body of the email application:

Your Student ID #, Name, Department, Title of Presentation, Workshop Name, Dates and Location, and Amount of Funding Requested (up to $300)

In addition, copy and fill out the following paragraph into the email.

I, ________________________, understand that this application will be the subject of a confidential review process, and that I will not receive any feedback regarding the rationale for my selection or non-selection to receive an award. I agree to accept the decision of the reviewers as final, and understand that that decision will not be subject to any review or challenge.
The following five components need be saved as a PDF and attached to the email. These components are described below in this application form.

- Short Answer Section
- Budget
- List of GSC workshop travel funding received, and funding received for this conference
- Curriculum Vitae
- Statement of Intent to attend a workshop/school

Please email this PDF to clarkgsctravelawards@gmail.com.

The attached PDF of the five components needs to be named using the following format: StudentNumber_Skills_Application, where “StudentNumber” is your student number.

In order to be anonymous to the judging committee, only the body of your email will contain your name.

*Eligible Workshops for Reimbursement:*

Applicants may request reimbursement for workshops/schools that take place from 12 January 2015 to 18 January 2016, inclusive.

*Evaluation Criteria:*

- The amount of funds requested, and how reasonable the request is
- The excellence of the research project to which the skills training will contribute
- The degree to which the skills training will benefit the research project
- The applicant’s previous GSC skills training funding and current funding for workshop.

*Short Answer Section*

This section (see below) contains 3 questions that will aid the reviewers in judging the excellence of the research project for which the skills are sought, and how learning these skills will improve the research.
Budget
The budget should include specific line item costs that will be incurred in order to attend the workshop, such as cheapest available airfare, mileage, registration fees, and lodging. Only include costs for hotel rooms booked for the dates of the workshop. These should be presented in table format, not in prose. The last lines in the budget should reflect the amount requested from the Graduate Student Travel Award, and the amount you are expecting to have to pay personally.

Previous GSC and Current Workshop Travel Funding
List all previous GSC workshop travel awards received. Also list any other travel funding you have received in order to attend this workshop.

Curriculum Vitae
The format can vary. There is no need to create a new resume or CV just for this purpose, but you must replace all occurrences of your name with your student ID number.

Statement of Intent to Attend Workshop
Please state the workshop/school that you will attend, along with the date and location. If appropriate, submit proof of acceptance to the workshop/school.

Short Answer Section
Please answer these questions without going over the word limit. Concise answers are valued.

1. Describe the research project for which you need the skills you will learn or improve upon at the workshop. (300 words)

2. Describe the workshop: its length, the content, the structure (e.g. lecture-based, hands on, etc.), and any other elements you consider relevant. (150 words)

2. How will learning these skills improve your research? In answering the question, describe any prior training in these skills. (300 words)