

About the TFP

The Travel Fund Program (TFP) of the Graduate Student Assembly (GSA) provides graduate students with funding for travel (airfare, gas, car rental, etc), accommodation, registration, and meal expenses associated with the presentation of their research at professional conferences, symposiums and other similar events.

Such travel is an integral part of a graduate education, and any graduate student who has a research paper or poster accepted for presentation at such an event is eligible to apply for the funding.

Funding for TFP is distributed during two cycles per year:

Cycle I (July 1 to December 31) - Application Deadline: October 12

Cycle II (January 1 to June 30) - Application Deadline: February 29

Conference attendance or travel has to take place during the funding cycle you apply for.

Conference attendance or travel must take place during the Cycle that you apply for. **However, applicants attending conferences from April-August or in December may apply to the cycle immediately preceding or immediately after their conference.**

Note: For the current Cycle, you are eligible to apply if your conference occurs between the months of December 2007 to June 2008

The GSA has \$15,000 per funding cycle for TFP domestic awards and \$5,000 per funding cycle for TFP international awards (total of \$40,000 per academic year). From the academic year 2007 onwards, an additional \$10,000(\$5000/cycle) will be provided for international and domestic travel. Additional funding is towards both domestic and international travel. This money is made available by the Graduate School of Virginia Tech (<http://www.grads.vt.edu>) and the Virginia Tech Foundation. Our sincere thanks go to the Graduate School and the Virginia Tech Foundation for their participation in graduate education at Virginia Tech.

Awards ranges from \$200-\$500 for Ph.D. students, and \$150-\$350 for Masters students.

Please Note: Students travelling to International meetings (outside the USA) may request more than \$500. However, this does not necessarily mean that they will be awarded an amount exceeding \$500.

The TFP is a highly competitive program. The GSA's TFP committee will do its best to ensure a fair and unbiased evaluation of applications, but we can only award money to the most deserved applicants. Please see the criteria section below for specifics. Our main goal is to award as many people as possible as much money as possible, keeping in mind

that most students can do very little with a travel award of less than \$200 (\$150 for Masters).

If your application is successful, but you end up not attending the conference, please let the GSA know (231-7919, or email: gsa.tfp@vt.edu) so that the funds can be re-allocated to another student in need! **Failure to do so may result in ineligibility for funding the next cycle.**

Important Note:

If your application for a TFP award is successful, the funds will be paid to your departmental/personal account only after you have submitted proof of conference attendance or travel. Such proof includes, but is not limited to, receipts for conference registration, accommodations, airfare, etc.

APPLICATION CRITERIA

1. The research to be presented has to be conducted at Virginia Tech, or one of its satellite campuses.
2. The applicant should be enrolled as a full time student for the corresponding cycle.
2. Justification of funding need is required.
3. A student can only receive a TFP award once per academic year.
4. You have to be presenting a poster or a paper (including an oral presentation) at a conference. You must be the first, second, or third author, and the presenter in order to apply for Travel Funds. **Travel Funds are NOT for attendee-only conference goers.**
5. Advisor approval must be obtained for this application.

Please refer to the [Guidelines Webpage](#) for more specific information on application guidelines.

Please read the [Guidelines Webpage](#) and [Frequently Asked Questions \(FAQs\)](#) carefully before submitting your questions. If your question was not answered on the website, [Guidelines Webpage](#) or on the [FAQ Page](#), or you are unclear about anything, please submit your questions to gsa.tfp@vt.edu. However, please be aware that if your question has already been answered on the FAQ page, you will be referred back to the website, so please read the FAQ page first! Thank you!

Application Checklist (please check out the [FAQ Page](#) for an explanation of each item on the checklist)

Your completed application must contain the following three parts:

DUE: - February 29th, 2008 5.00 PM. NO EXCEPTIONS

I. Application Form: To be filled out in the online form (Available in the resource menu of the “GSA-TFP SPRING 2008” website at <https://scholar.vt.edu/portal>). It includes the following:

- a. Personal Information
- b. Meeting/Conference Information (including Abstract)
- c. Travel support if any

II. Letter of Recommendation

- a. General information (student's academic, professional, and personal abilities)
- b. Confirmation that student will be presenting at the conference
- c. The importance of the research and conference
- d. Advisor approval of entire application: Please have your advisor read the entire application and then add the following to the recommendation letter: **"I have read and approved the travel application as submitted and described in this application. Any funding provided will be used for travel and other travel related expenses to the abovementioned professional meeting."**

III. Meeting Documents:

- a. Meeting registration confirmation and form (copy of actual registration preferred, but general registration materials will suffice)
- b. Transportation documents
- c. Lodging documents
- d. Presentation confirmation

Please submit the completed application the in drop box menu of under “GSA-TFP SPRING 2008 ” tab at <https://scholar.vt.edu/portal>. Please follow the directions carefully. Failure to do so may delay processing of your application.

No incomplete or late applications will be accepted, no exceptions!