

# Graduate Student Travel Fund - Spring 2025

**\*\*\*PLEASE READ THIS APPLICATION CAREFULLY as there have been several changes to the award process and criteria.\*\*\***

The [Graduate Student Travel Fund \(GSTF\)](#) supports travel associated with SDSU graduate students' scholarly research and creative activities (RSCA). It is funded by Associated Students and managed by the College of Graduate Studies (CGS).

For the 24-25AY, approximately \$60,000 is available to support graduate student travel during three cycles:

1. Fall (travel dates September 1 - December 31),
2. Spring (travel dates January 1 - June 30), and
3. Summer (travel dates July 1 - August 31).

The maximum award is \$1,000 and must be used within each cycle's designated travel months.

**Importantly**, if a student is selected for this award they will need to sign a form accepting the terms and conditions of the award and understand that the award funds are a **reimbursement** for travel expenses (as opposed to an advance) **after travel has completed and the post-award report is submitted** (see below). It is the student's responsibility to ensure that all travel paperwork is on file with their home department, the university, and other campus partners, if necessary. It can take several weeks for award funds to appear in student awardees' my.SDSU accounts after all requirements have been fulfilled.

**The GSTF spring 2025 cycle opened on January 24, 2025** with applications accepted through **March 9, 2025**. The travel dates for this cycle are January 1 - June 30, 2025.

It is YOUR responsibility to complete the submission of your application before the deadline. No additional documents will be accepted after you have submitted your application.

Given that CGS receives a set amount of funding from Associated Students for this award program, **the competitive review process results in many qualified applicants not being selected for funding**.

## **Eligibility Requirements:**

To be eligible for the GSTF award, you must:

- Be a degree-seeking SDSU graduate student **enrolled in units** at SDSU Main Campus at the time of application and travel. (SDSU Main Campus students pay [tuition and fees](#). Associated Students, which funds the GSTF is supported by Mandatory Fees).
- Have been invited to present at a conference (e.g., poster, paper, or oral presentation), or be traveling to gather research towards the culminating experience (e.g., thesis, dissertation, project).
- Have a cumulative grade point average of at least 3.0.

- Be in compliance with the Student Code of Conduct and/or their program's Graduate Professional Standards (see below).

**Restrictions:**

If any of the below restrictions apply to you, your application is not eligible and will not be considered:

- Submit the application after the respective cycle's deadline.
- Your travel dates are outside the designated travel dates for the current application cycle (see above).
- Have been awarded the GSTF scholarship in the past year (spring 2024, summer 2024, or fall 2024 cycles).
- Are simply attending a conference (i.e., not presenting).
- Are traveling as part of a group.
- Are traveling for SDSU coursework, coursework at other institutions, or training conferences.
- Are traveling to Oaxaca (a separate funding mechanism is in place for this). \*Please reach out to Associated Students Executive Director Christina Brown (cbrown4@sdsu.edu).\*

**Criteria for Review:**

1. Evidence of academic merit (GPA).
2. How relevant the travel is to a student's research/scholarship in their designated major field of study.
3. Appropriateness of budget and supporting documentation.

You can find a pdf of this application and scoring rubric on our [website](#).

**Review Process:**

Applications that meet all eligibility criteria above are reviewed and scored in accordance with the GSTF rubric. An advisory committee then meets with the Graduate Dean to review the top-scored applications and determine each cycle's awardees.

**Post-Award Report:**

Student awardees are required to submit a post-award report [via this form](#) upon completion of the activity supported by the GSTF. The post-award report includes a brief write-up (200-300 words) that summarizes the student's accomplishments and how their travel contributed to the advancement of their research or scholarship, along with any photo(s) taken during their travel. CGS may ask permission to use all or parts of the report to be profiled on its webpage.

CGS must be in receipt of the post-award report before the award funds are disbursed to awardees.

**Important Reminders:**

[The Center for Student Rights and Responsibilities](#) and the student's home college will be consulted to ensure that potential awardees are in compliance with the [Student Code of Conduct](#) and/or their program's Graduate Professional Standards.

- **Award nominees and current awardees:** A nomination or award is subject to being deemed ineligible if (a) it is determined by CSRR that the student is in violation of the Student Code of Conduct and/or (b) if the program notifies the College of Graduate Studies that the student has violated their program's Graduate Professional Standards.

**How to Apply:**

The Google Form application for the GSTF Spring 2025 cycle will open on January 24, 2025 and close on March 9, 2025 , at 11:59 pm Pacific Time.

- Pdf of GSTF Spring 2025 Google Form Application (for reference only)
- [Link to GSTF Budget Template](#)
- Pdf of GSTF Spring 2025 Application Rubric.

Our goal is to send award announcements by early May 2025. ***Given the volume of applications, feedback will not be given to applicants after decisions are announced.***

Please reach out to [grad.scholarships@sdsu.edu](mailto:grad.scholarships@sdsu.edu) if you have any questions.

\* Indicates required question

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1. Email \*

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2. First Name \*

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3. Last Name \*

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4. EMPLID (9-digit number beginning with a "1") \*

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5. Graduate Advisor/Doctoral Director First Name \*

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6. Graduate Advisor/Doctoral Director Last Name \*

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7. Degree Type \*

*Mark only one oval.*

Master's

Doctoral

### Application Information

8. Cumulative Graduate GPA \*

Please enter your cumulative graduate GPA (e.g., 4.0). Criterion #1 on the rubric.

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9. Units Completed \*

Please enter your graduate units completed towards your program of study.

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10. Anticipated Graduation (term and year) \*

E.g., spring 2025, summer 2025, fall 2025, etc.

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11. Faculty Mentor \*

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12. Faculty Mentor's SDSU Email Address \*


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## 13. Travel Dates \*

Please be as precise as possible. This award cycle is **only** for travel between **January 1 - June 30, 2025**.

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## 14. Travel Destination \*

 Dropdown

*Mark only one oval.*

- In State
- Domestic
- International

## 15. Do you have support from other sources (e.g., scholarship, faculty mentor's grant, etc.)? \*

*Mark only one oval.*

- No
- Yes - PI Funds
- Yes - Scholarship Funds
- Other: \_\_\_\_\_

## 16. Reason for Travel \*

*Mark only one oval.*

- Invited to present a poster, paper, or oral presentation at a conference.  
*Skip to question 17*
- Gather research towards the culminating experience (e.g., thesis, dissertation, project). *Skip to question 23*

Conference Attendance

17. Name of Conference \*

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18. Website for conference \*

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19. Are you first author on your paper/presentation/poster? \*

*Mark only one oval.*

Yes

No

Unsure

20. Have you presented at a conference before? \*

*Mark only one oval.*

Yes

No

21. If yes, what did you present?

*Mark only one oval.*

Poster

Paper

Oral Presentation

22. Please attach a **pdf** of your conference acceptance. \*

Files submitted:

## Project Information

23. Project Title \*

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24. Please provide an abstract of your project in lay terminology. (3,000 character/500 \* word max.)

The project abstract should be non-technical and understandable to an educated reader who is not an expert in your field (e.g., a Three-Minute Thesis or elevator pitch).

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25. How is this travel relevant to your research/scholarship in your designated major \* field of study? Criterion #2 on the rubric.

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26. Are you traveling with others? \*

*Mark only one oval.*

Yes

No

27. If yes, who else are you traveling with?

Please list everyone you are traveling with and their relationship to the conference or field work.

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28. Curriculum Vitae \*

Please attach a **pdf** of your CV.

Files submitted:

29. Total Cost of Trip \*

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30. Total amount requested (maximum \$1,000) \*

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31. Attach your combined budget and supporting documentation: any quotes or receipts for conference costs, flights, lodging, transportation, etc. **into one PDF document**. Name the combined PDF "**EMPLID\_Last Name, First Name\_Budget\_GSTF\_SP25**." Criterion #3 on the rubric. \*

**Be sure to use the GSTF Budget Template found on the [GSTF webpage](#).**

Files submitted:

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