Graduate Student Travel Fund - Spring 2026

PLEASE READ THIS APPLICATION CAREFULLY

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). **By design, this award is a reimbursement award. In most instances, students will not know they are awarded until travel is completed**.

For the 25-26AY, approximately $60,000 is available to support graduate student travel during three cycles:

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

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-travel 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 2026 cycle opened on Monday, January 12, 2026 with applications accepted through Friday, March 6, 2026, at 11:59 pm Pacific Time. The travel dates for the fall cycle are January 1 - June 30, 2026.

It is YOUR responsibility to complete the submission of your application before the deadline.

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. Due to the volume of applications, feedback will not be given to applicants after decisions are announced.*

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 or SDSU Global 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. SDSU Global Campus students pay a $19 per unit fee to Associated Students).

- 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:

- Do not meet any of the eligibility requirements listed above.
- Submit the application after the respective cycle's deadline.
- You are travelling internationally.
- 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 2025, summer 2025, and fall 2025 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 attendance at training conferences/programs.

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, including use of the budget template (see How to Apply section below), 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-Travel Report:

Student awardees are required to submit a post-travel report via this form within 30 days of the completion of the activity supported by the GSTF (i.e., within 30 days of the date of return). The post-travel 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, and the awardee's final travel receipts. 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-travel 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 <u>and</u> 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.

<u>**How to Apply**</u>:
The Google Form application for the GSTF Spring 2026 cycle opened on **Monday, January 12, 2026 with applications accepted through Friday, March 6, 2026, at 11:59 pm Pacific Time**.

- Pdf of GSTF Spring 2026 Google Form Application (for reference only)
- Link to GSTF Budget Template
- Pdf of GSTF Spring 2026 Application Rubric

Our goal is to send award announcements by the end of April 2026. *Given the volume of applications, feedback will not be given to applicants after decisions are announced.*

Please reach out to **grad.scholarships@sdsu.edu** if you have any questions.

* Indicates required question

1. Email *

2. First Name *

3. Last Name *

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

   If you do not know your EMPLID, please visit this webpage for instructions on how to locate it.

5. Graduate Advisor/Doctoral Director First Name *

_____

6. Graduate Advisor/Doctoral Director Last Name *

_____

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).

_____

9. Units Completed *

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

_____

10. Anticipated Graduation (term and year) *

E.g., spring 2026, summer 2026, fall 2026, etc.

_____

11. Faculty Mentor *

_____

12. Faculty Mentor's SDSU Email Address *

_____

13. Travel Dates *

Please be as precise as possible. This award cycle is **only** for travel from **January 1** to **June 30, 2026.**

_____

14. Travel Destination *   ⊙ Dropdown

Mark only one oval.

◯ In State

◯ Out of State

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*

17. Name of Conference *

_____

18. Website for conference *

_____

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:

23. Project Title *

_____

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).

_____
_____
_____
_____
_____

25. How is this travel relevant to your research/scholarship in your designated major *
field of study?

_____
_____
_____
_____
_____

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.

_____

28. Curriculum Vitae *

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

Files submitted:

29. Total Cost of Trip *

_____

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

_____

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_SP26**."
Be sure to use the GSTF Budget Template found on the GSTF webpage.*

Files submitted:

Google Forms