

USC GSG Travel Grants Program Application Process

This serves as a guide for the USC GSG Travel Grants Program 2018-2019 for registered USC graduate students that are requesting funds for an academic conference

GSG Travel Grants Program Policies and Requirements (Before the Conference):

- Qualifying Expenses for Reimbursement:
 - o conference registration fees
 - lodging from the day before through the day after the conference dates (outside the Greater Los Angeles Area)
 - o economy-class airfare from a Los Angeles airport
 - expenses incurred by graduate students traveling to conferences including but not limited to:
 - pertaining to their major field of study
 - representing USC in other capacities more than just an attendee
 - Expenses are NOT qualified for reimbursement if a student is ONLY an attendee of the conference
 - presenting a paper or poster board at an approved or not yet preapproved conference
 - competing in a competition
 - speaker, panelist, organizer or workshop leader

• Reimbursement Guidelines:

- partial reimbursement (up to a maximum of 50% of the total qualifying expenses per conference)
- Applicants may receive up to \$1000 per Fiscal Year (July 1 June 30)
- o Reimbursements are preserved on a first-come-first-serve basis
- There is no limit on the number of applications per student that can be submitted per fiscal year
- Applicants may start and submit applications as soon as the Funding Period corresponding to their conference date is available in the application portal (approximately 60 calendar days before the beginning of the Funding Period in question)
- o Fall Funding Period: July 1 Dec 31 // Spring Funding Period: Jan 1 June 30



• Application Requirements:

- Applicants must provide a <u>letter from the program advisor or corresponding</u>
 <u>faculty</u> indicating that no other funding sources are available or are only doing
 so in part
 - The USC GSG Travel Grant Program is a LAST-RESORT source of funding when other all other primary funding sources (i.e. advisor or program) have been previously or will be exhausted for the conference
 - Any funding sources (whether requested, approved or denied) must be accurately reported through official documentation
- ALL eligible expenses are to be paid in FULL via debit/credit card with corresponding bank/credit card statement in the applicant's name and uploaded to the Travel Grant application
- Applications must be submitted at least 14 calendar days before the conference start date to be marked as "pre-approved" prior to the conference
- Incomplete Applications will be returned to the applicant with a request for amendment within 14 calendar days of the reviewer's request
- Items needed for the Travel Grant Application:
 - o Bank statement of paid airfare, lodging, and conference registration fees
 - o Proof of conference contribution that pertains to active participation
 - Documentation of all financial support sources

Please refer to https://gsg.knack.com/tg#policies/ for a comprehensive list of GSG

Travel Grants Program policies and requirements to follow

Travel Grant Application Process

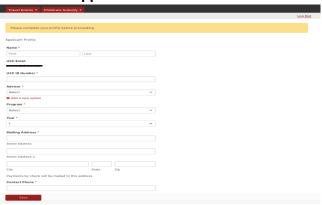
First-Time Applicants (Step 1-3); Returning Travel Grant Applicants (begin at Step 4):

- 1. Apply through the portal using the following link: https://gsg.knack.com/tg#policies/
- 2. Under "Travel Grants → My Application," sign up to create an account

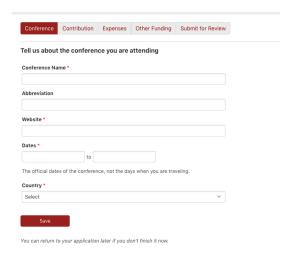


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3. Fill out the Applicant Profile:

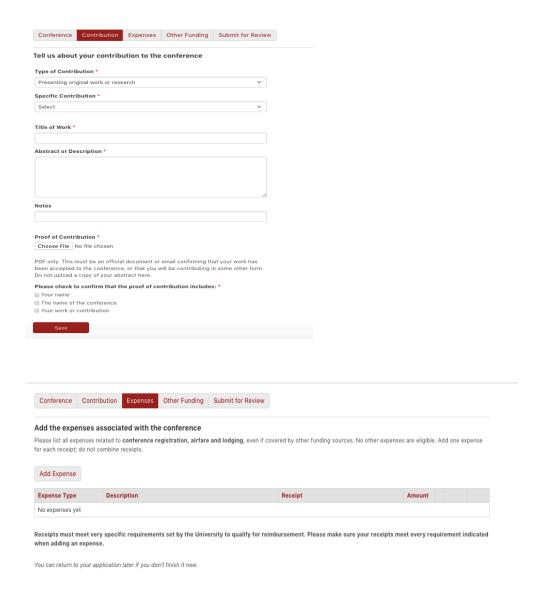


- **4.** After completing the applicant profile, under "Travel Grants → My Application → New Application" begin submitting the necessary detailed information:
 - *Note: all supporting documents must be submitted in the application portal; no documents are accepted in person or via email





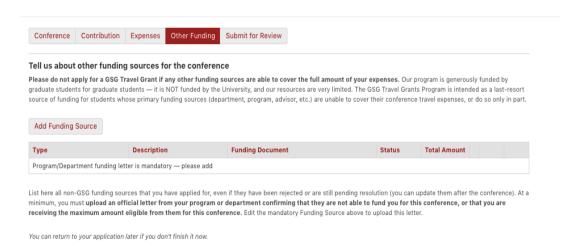
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*Note: Applicants are solely responsible for the protection of their personal information; as such, they must black out any unnecessary sensitive information on their supporting documents (e.g. unrelated charges on a credit card statement) before submitting them.



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5. After completing all information and PDF documentation, submit your application for review:



After the Conference:

Applicants must access the application again and upload the final expense receipts (i.e. lodging receipts) as well as update their funding sources (if these have changed) within 14 calendar days after the conference end date.

After post-conference approval of the Travel Grants Application, a reimbursement request is submitted to USC Financial and Business Services (FBS), which reviews all expenses and finally issues the reimbursement. FBS has final determination regarding the validity of any expense; therefore, GSG cannot guarantee that the expenses associated with an approved application will be accepted and reimbursed.



GSG Travel Grant Program Conditions:

- 1. We reserve the right to deny or reduce any expenses that, at our sole discretion, we deem unreasonable.
- 2. We reserve the right to ban an Applicant from the program if we suspect abuse.
- 3. The Policies of this Program may change at any time, with or without warning.
- 4. Applicants are solely responsible for the protection of their personal information
- 5. Every effort is made to ensure proper processing of applications; however, the limited funds, the complexities of the reimbursement process, and the multiple entities involved mean that GSG Travel Grants cannot be guaranteed under any circumstances. We strongly advise applicants to not base any travel or financial decisions solely on the potential outcome of their application.

Questions regarding GSG Travel Grants Program can contact:

USC GSG Director of Travel Grants (Andrés Benítez): gsgtgea@usc.edu