



USC ASSOCIATED STUDENTS  
OF THE SCHOOL OF PHARMACY

## 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:**
  - *conference registration fees*
  - *lodging from the day before through the day after the conference dates (outside the Greater Los Angeles Area)*
  - *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 pre-approved 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)*
  - *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)*
  - *Fall Funding Period: July 1 – Dec 31 // Spring Funding Period: Jan 1 – June 30*



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- **Application Requirements:**
  - Applicants must provide a **letter from the program advisor or corresponding faculty** 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:**
  - Bank statement of paid airfare, lodging, and conference registration fees
  - 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:

Travel Grants ▾ | Childcare Subsidy ▾ | Log Out

Please complete your profile before proceeding.

Applicant Profile

Name \*  
First  Last

USC Email

USC ID Number \*

Adviser \*  
Select   
[Add a new option](#)

Program \*  
Select

Year \*  
1

Mailing Address \*  
Street Address   
Street Address 2   
City  State  Zip

Payments by check will be mailed to this address.

Contact Phone \*

Save

### 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

Conference | Contribution | Expenses | Other Funding | Submit for Review

Tell us about the conference you are attending

Conference Name \*

Abbreviation

Website \*

Dates \*  to

The official dates of the conference, not the days when you are traveling.

Country \*  
Select

Save

You can return to your application later if you don't finish it now.



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Conference Contribution Expenses Other Funding Submit for Review

**Tell us about your contribution to the conference**

Type of Contribution \*  
Presenting original work or research

Specific Contribution \*  
Select

Title of Work \*

Abstract or Description \*

Notes

Proof of Contribution \*  
Choose File | No file chosen

PDF only. This must be an official document or email confirming that your work has been accepted to the conference, or that you will be contributing in some other form. Do not upload a copy of your abstract here.

Please check to confirm that the proof of contribution includes: \*

- Your name
- The name of the conference
- Your work or contribution

Save

Conference Contribution Expenses Other Funding Submit for Review

**Add the expenses associated with the conference**

Please list all expenses related to conference registration, airfare and lodging, even if covered by other funding sources. No other expenses are eligible. Add one expense for each receipt; do not combine receipts.

Add Expense

Expense Type	Description	Receipt	Amount		
No expenses yet					

Receipts must meet very specific requirements set by the University to qualify for reimbursement. Please make sure your receipts meet every requirement indicated when adding an expense.

You can return to your application later if you don't finish it now.

**\*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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Conference Contribution Expenses **Other Funding** Submit for Review

**Tell us about other funding sources for the conference**

Please do not apply for a GSG Travel Grant if any other funding sources are able to cover the full amount of your expenses. Our program is generously funded by graduate students for graduate students — it is NOT funded by the University, and our resources are very limited. The GSG Travel Grants Program is intended as a last-resort source of funding for students whose primary funding sources (department, program, advisor, etc.) are unable to cover their conference travel expenses, or do so only in part.

Add Funding Source

Type	Description	Funding Document	Status	Total Amount		
Program/Department funding letter is mandatory — please add						

List here all non-GSG funding sources that you have applied for, even if they have been rejected or are still pending resolution (you can update them after the conference). At a minimum, you must upload an official letter from your program or department confirming that they are not able to fund you for this conference, or that you are receiving the maximum amount eligible from them for this conference. Edit the mandatory Funding Source above to upload this letter.

You can return to your application later if you don't finish it now.

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

Conference Contribution Expenses Other Funding **Submit for Review**

**This is a summary of your application**

Please make sure all the details of your application are correct before submitting it 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.**



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**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](mailto:gsgtgea@usc.edu)**