



UNIVERSITY OF
GEORGIA
Graduate School

CALL FOR APPLICATIONS

Graduate Student Conference Travel Grants

**Submission Deadline to Samantha: Tuesday, Dec. 2nd, 2025
(5:00 p.m.)**

Travel Period: January 1 – March 31, 2026

The Graduate School's Conference Travel Grants are designed to support graduate students' professional development by making it possible for students to present results of their thesis or dissertation research at important conferences in their fields. Please review this Call for Applications carefully. Students do not apply directly to the Graduate School for travel funding; all travel applications **must** be submitted by the department's Director of Graduate Studies (Director) or Graduate Program Administrator.

Here is an overview of travel grant policy that began July 1, 2024:

- **Each graduate student is limited to two travel grants per lifetime.**
- **A maximum of one travel grant may be awarded to a student pursuing a master's degree.**
- **Only one of the two lifetime grants may be used for international travel.**
- **Maximum travel grants will be up to \$1,200 for domestic travel and up to \$1,700 for international travel.** (Average FY25 domestic travel grant was \$850 for doctoral students and \$450 for master's students; average FY25 international travel grant was \$928 for doctoral students and \$438 for master's students.)
- **Only one grant per fiscal year (July-June) per student may be awarded.**
- **Doctoral students, especially those in later stages of their programs (e.g., post-candidacy), will receive funding priority.**

Students who received travel funding from the Graduate School prior to July 2024 will still be eligible for two lifetime travel grants beginning FY 2025 (July 1, 2024), provided they meet the other criteria.

Domestic Travel Grant

Domestic Travel Grants. Applications for travel within the contiguous 48 states are made using the Domestic Travel Grants form. Travel to Alaska, Hawaii, or U.S. territories requires the *International Travel Grant* application.

Award: The amount of the award is *up to* \$1,200 to defray travel expenses.

Eligibility. Students must be able to demonstrate the following **at the time of application**:

- Students must be enrolled in a UGA doctoral or master's program and reporting the results of their dissertation/thesis research as **primary author** of the presentation/poster as demonstrated in

the abstract.

- Doctoral students must have completed **five semesters** of full-time graduate studies at UGA at the time of application. They may include their semesters as a UGA master's student if they pursued a master's degree leading up to a doctoral degree objective in the same program.
- Master's students must be in their **second year** of full-time graduate study *at the time of application*. Semesters of graduate courses completed while the student is an undergraduate don't count toward this requirement.
- The student's unofficial transcript must show that the student is registered for full-time graduate study for Fall 2025 *and* Spring 2026.
- **Full-time enrollment** credit hours required: at least three (3) credit hours for doctoral students admitted into candidacy; Students not yet admitted to candidacy must have at least nine (9) credit hours.
- Have an overall **GPA of 3.5** or higher as a graduate student.
- Not have any grades of Incomplete (I) or Unsatisfactory (U) at the time of application.
- Travel within the contiguous 48 states. (Travel to Alaska, Hawaii, or U.S. territories requires the International Travel Grant application).

The department must use the above criteria to ensure the student's eligibility before submitting the application. To encourage early submissions, we will mark *complete, eligible* applications as "Eligible" before the due date (they must include Spring 2026 registration and have the official acceptance letter). "Approved" and "Pending" statuses will only be issued after the due date.

Award Process: A chartstring is requested during the **initial travel submission** to promptly transfer funds for approved students. Please contact your department's Business Office to obtain the chartstring or for more information on the process.

International Travel Grant

International Travel Grants. All travel is subject to UGA, USG, and United States travel rules and advisories. Applications for travel to foreign countries and non-contiguous U.S. states and territories such as Hawaii and Alaska must be submitted as International Travel Grants.

NOTE: International students planning to travel outside the U.S. as part of their award must check to see if they need a new travel signature by logging in their compass.uga.edu portal. International students may set up a meeting or find virtual walk-in hours with their assigned advisor here: <https://globalengagement.uga.edu/immigration/advising/>.

Award: The amount of the award is *up to* \$1,700 to defray travel expenses.

Eligibility. Students must be able to demonstrate the following **at the time of application**:

- Students must be enrolled in a UGA doctoral or master's program and reporting the results of their dissertation/thesis research as **primary author** of the presentation/poster as demonstrated in the abstract.
- Doctoral students must have completed **five semesters** of full-time graduate studies at UGA at the time of application. They may include their semesters as a UGA master's student if they pursued a master's degree leading up to a doctoral degree objective in the same program.
- Master's students must be in their **second year** of full-time graduate study *at the time of application*. Semesters of graduate courses completed while the student is an undergraduate don't count toward this requirement.

- The student's unofficial transcript must show that the student is registered for full-time graduate study for Fall 2025 *and* Spring 2026.
- **Full-time enrollment** credit hours required: at least three (3) credit hours for doctoral students admitted into candidacy; Students not yet admitted to candidacy must have at least nine (9) credit hours.
- Have an overall **GPA of 3.5** or higher as a graduate student.
- Not have any grades of Incomplete (I) or Unsatisfactory (U) at the time of application.

The department must use the above criteria to ensure the student's eligibility before submitting the application. To encourage early submissions, we will mark *complete, eligible* applications as "Eligible" before the due date (they must include Spring 2026 registration and have the official acceptance letter). "Approved" and "Pending" statuses will only be issued after the due date.

Award Process: The submitter must now include the departmental business officer contact information in form G172 where requested. The departmental business officer will also be notified of international travel grant decisions.

Additional information relevant to both awards

Applications: Students do not apply directly to The Graduate School for travel funding; all travel applications **must** be submitted by the Director or the Graduate Program Administrator. There is no limit on the number of *eligible* applications a department may submit.

Applications must include the following, demonstrating the eligibility criteria **at the time of application**:

- City, state/country, conference name, and dates of travel.
- An abstract of the presentation/poster. ***The abstract must include the student's name as primary author.***
- A travel budget that includes the following categories: registration, transportation, lodging, and other expenses.
- A copy of a current **unofficial** transcript confirming eligibility of above items (including enrollment requirements).
- Official notification of acceptance from the conference *addressed to the student* (this is the *only* document that may be submitted after the application deadline, no later than two weeks before the outgoing travel date or application will be denied).

Departments **must verify** that the students are eligible and must submit all applications to the Graduate School via GradStatus by the deadline. Students do not have access to these GradStatus forms. Late submissions by departments will not be accepted. Submissions that do not include complete eligibility and application materials (with the exception of conference acceptance letters) will be denied.

Students work with their departments to secure travel authorizations and abide by all UGA, USG, and departmental policies. Students receiving travel grants will be reimbursed after submitting receipts for approved, budgeted expenses to their departments. No student will be reimbursed more than the actual cost of the trip.

- The Graduate School will only accept information submitted in GradStatus. Departments should keep the original documents.

- Workshops, invited talks, training programs, virtual conferences, in-town conferences, and other activities (even when the student is invited) are not covered by conference travel grants.
- The following categories of students are not eligible for Graduate School travel grants: Presidential Fellows, NSF GRFP Fellows on tenure, UGA instructors or full-time employees receiving benefits, Double Dawgs, part-time students, students not pursuing a degree, PharmD, JD, or DVM students.

Submission Directions (for departments only, not students):

- Sign into GradStatus at <https://gradstatus.uga.edu>
- Click on “Forms” at the top
- Click on Domestic Travel Grants Application (G117) or International Travel Grants Application (G172). If the form(s) link is not visible, the Director or the Graduate Program Administrator should contact gradawards@uga.edu to have access permissions properly configured.**
- Verify student’s eligibility and complete the Travel Award Eligibility Verification process (Hit SUBMIT)
- Complete the travel information application and upload documents (Hit SUBMIT)
- The information will be forwarded to the Graduate School, and the person listed as the submitter will receive a confirmation email with a confirmation code.

To avoid delays, departments must check all eligibility requirements before submitting the application(s). Do not submit unchecked or ineligible applications.

****For access to the Travel Grant form in GradStatus, send the following information: Name, 810/11#, email, department name, and phone number, through SendFiles to ky60280@uga.edu.**

Awarding Process: Please submit applications well before the deadline when possible. The awarding process which includes review of the applications, award notifications, and processing the awards takes **up to two weeks**.

- The submitter will receive notification of the decision (pending, awarded, or denied) from the Graduate School. Pending is only used for applications that still need official acceptance letters uploaded into GradStatus. Instructions on pending applications and reason(s) for denied applications will be provided on the notification.
- The submitter will receive an “Award Notification” email with an approval letter and link to access and download the award letter when the request has been approved by the Graduate School. The submitter will be the only person able to download the award letter from the link in the letter. The department is responsible for notifying the student of the outcome of their application. **The student will not receive the decision notification from the Graduate School.**

Travel Dates and Application Deadlines for FY26

Funds are awarded on a quarterly basis with a limited amount of funding available each quarter. Here are the remaining application deadline dates for the academic year:

Travel Dates

January 1 – March 31, 2026
April 1 – June 30, 2026

Application Deadline (to Samantha)

December 2nd, 2025
March 3, 2026

Additional Information: Contact gradawards@uga.edu if you have questions or need assistance.