

## GNAS Research/Travel Grant FAQ

Last Update: 8-14-2024

### What can the money be used for?

Grant funds can be used for **research and creative costs** or **travel expenses** for conferences.

For **research & creative costs**, this may include:

- Equipment: e.g., fish tanks, test tubes, maze materials, costumes
- Poster Printing
- Research Specimens: e.g. fish, cell samples
- Hardware Costs, computer hardware, scenery, art supplies
- Photocopying Costs, for questionnaires, hand-outs
- Registration fees, housing, transportation costs of participating in an academic

**Remember that all materials purchased with grant funds remain the property of UofL.** The money CANNOT be used for personal copies, membership dues or fees, or classroom expenses.

For **travel expenses**, this may include:

- Flights
- Gas for mileage
- Lodging
- Parking
- Meals (not including alcohol)
- Registration fees

### Who is eligible to apply for funds?

The GNAS distributes these grant funds on behalf of the Dean of the College of Arts & Sciences. The GNAS allocates funds to students in those active departments who have had regular representation at GNAS meetings over the course of the semester. Funding eligibility for the current semester is based on the attendance of department reps in the prior semester (e.g., if a department misses several GNAS meetings in Fall 2022, they will *not* be eligible for GNAS grant funding in Spring 2023, but if the representative attends all Spring 2023 meetings, they will regain eligibility for GNAS grant funding for the Fall 2023).

Applicants must apply for a project or travel that occurs in the semester they are applying. Those seeking funds for a project or travel in the summer must apply in either the spring or fall of the same year. First-time applicants are given priority per year (i.e., one GNAS grant per student per year). Students must also complete the Grant Funding Report to remain eligible for future funds.

## What is required to be eligible for grant funds?

1. A project proposal/written narrative
2. A detailed budget

Once the research/creative project or trip is completed:

3. Receipts of expenses up to \$250
4. Attend the UofL Graduate Conference in the spring **OR** Provide proof of how the funds were used:
  - Picture of you at a research conference and/or PDF conference itinerary
  - Picture of you presenting or showcasing your creative project
5. Complete the GNAS Grant Funding Report
  - This report should be submitted no more than two (2) weeks after the conference or completion of the research/creative activity.
  - Link to Grant Funding Report: <https://forms.office.com/r/qK4me4dVLd>

*Project Proposal/Written Narrative:*

Each application must have a clear and detailed narrative that explains (1) specifically what the money will be used for and (2) how the money will help you accomplish your research or creative project goals or how the travel benefits you and your career. Research, creative projects, or travel may pertain to completing your doctoral or master's level research, a scholarly or creative project, or to improve your professional competencies. Be as specific as you can be in the description. This may range from half a page or longer.

*Detailed Budget:*

The detailed budget should include a table or list of the costs to conduct the research. Provide as much detail as possible with further documentation, which can include price lists that support the equipment costs detailed in the budget. Include all costs, even though they may not all be covered by this grant, if funded. If you are receiving outside funding, explain what it is covering.

### Detailed Budget Examples:

1. Lab equipment needed for experiment:

Two fish tanks (\$100 each)	\$200
Two hundred fish	\$200
Fish tank filters (\$75 each)	\$150
Fish food	\$100
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Total Budget:	\$450

2. Attend conference in Chicago, Illinois, March 8-10, 2019

Conference registration	\$80
Housing at conference, \$75/night * 3 nights	\$225
Transportation to Chicago by car (\$.55/mile)	\$330
Meals (\$50/day)	\$200
Total expected costs:	\$835

**How do I apply for the GNAS research/travel grant?**

Link to GNAS Grant Application: <https://forms.office.com/r/u00xv4Lh6B>

**How are funds received?**

Funds will be deposited into your student Ulink Financial Aid account. You will need to make sure you have set up a refund method in your student Ulink account, or else a paper check will be issued to your home address. To set up direct deposit for refunds, login to Ulink as a student → click on Financial Account. Then, click on “Student Refunds” on the left-hand side panel. From here, click “Select Refund Method” and follow the prompts to set up direct deposit, or your preferred refund method.

GNAS grant funds will show up as, “Geraldine D. Hamlet Scholarship” when refunded.

Please allow the financial aid office 4 to 8 weeks after you receive your grant award outcome letter to process the funds and show in your student Ulink account.

*Please note, that because funds are deposited into student’s financial accounts, it is possible that funds may be applied to outstanding balances on Ulink (e.g., student fees).*

