

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION
Appendix Two: Grant Codes

III. Specialized Travel

A. Purpose

The Specialized Travel Fund Committee was created to fund specialized travel expenses for individual applicants whose needs are not addressed through the Student Research Allocation Committee (SRAC) funding source.

B. Funding

1. The specialized Travel Fund Committee will have a minimum of \$3000 available for the academic year: \$1000 for the Fall, \$1000 for the Spring, and \$1000 for the Summer.
2. There will be no minimum or maximum limits placed on the number of awards made during any funding period. The number of grants awarded within each funding period will be based upon the number and quality of applications received and the Specialized Travel Fund Budget.
3. Funds not awarded during any funding period shall revert to the Specialized Travel Fund budget for allocation in future funding periods.

C. Eligibility

1. Any graduate student currently enrolled at the University of New Mexico is eligible to apply for Specialized Travel funds.
2. The total maximum award each applicant may receive is \$200 per academic year. Applicants awarded Specialized Travel funds are ineligible to apply again until the following academic year.
3. Students may submit no more than one application for Specialized Travel funds during any academic semester. This application may be made for no more than one allowable event or activity.
4. Applicants are eligible to apply for both ST and SRAC funds during the same funding period only if both applications reflect different events, functions, or activities.
5. Any Specialized Travel fund committee member (including the Chair) may apply for Specialized Travel funds, but may not evaluate their own application.

D. Criteria

1. Specialized Travel funds can be sought for any form of specialized travel that relates directly to an applicant's professional growth and development. This includes, but is not limited to, job interviews, clinicals, workshops, presentations, lectures, and auditions.
2. The event or function for which funds are sought must occur within either the current or the previous funding period. The Fall funding period is from August 15 to December 31; the Spring funding period is from January 1 to May 31; the Summer funding period is from June 1 to August 14.
3. Specialized Travel funds can be used to travel to any one-time or yearly event or function that does not require registration, membership fees or any other expenditure that would classify that event or function as a Conference. Funding for travel to or attendance at a conference should be sought through SRAC.
4. Specialized Travel funds cannot be used to travel to a research site or to any location with the sole purpose of conducting field research. Such funding should be sought through SRAC.
5. Specialized Travel funds cannot be used (nor will the applicant be reimbursed) for the purchase of an admission ticket to any event or function.
6. Specialized Travel funds can be used for any form of transportation that requires the purchase of a ticket. Taxi estimates will also be considered.
7. If the applicant travels by private vehicle, Specialized Travel funds will pay \$0.25 per mile.
 - a. Specialized Travel funds cannot be used for vehicle maintenance or repairs.
 - b. Specialized Travel funds cannot be used to purchase any form of personal or vehicle insurance.
8. Specialized Travel funds cannot be used for motel expenses, meals, or any additional expenditures incurred while traveling to any event or function.

E. Application Guidelines

1. Applicants must submit an original Specialized Travel Fund application packet, which includes the following:

- a. a typed application form;
 - b. a one-page explanation of the activity;
 - c. a one-page budget of all expenditures, with those items to be funded by the Specialized Travel fund clearly indicated.
2. In addition to the original copy, four anonymous copies must be submitted. Anonymous copies have had all identifying information (name, address, phone, SSN, email address, signature) removed. Each anonymous copy must have a Rating Matrix (provided with the application) stapled to the back. (The Rating Matrix is used by the readers to score the application.) The application will be disqualified unless all four anonymous copies have a Rating Matrix stapled to the back. **Each** anonymous copy therefore contains: 1) an anonymous application form, 2) a one-page explanation of the event or activity, 3) a one-page budget, and 4) a rating matrix form.
 3. Application deadlines are the fifth Fridays of the Fall and Spring semesters, and the first Friday in June for the Summer. Applications must be turned in by noon; no late applications will be accepted.
 4. Applications will be screened for conformance to the requirements for submission (not content). Any application that does not meet submission requirements will not be accepted. If a student does not submit the required number of copies, or if the four anonymous copies contain any identifying information, the application will be disqualified. Each anonymous copy must have a Specialized Travel Rating Matrix stapled to the back.

F. Guidelines for Evaluation and Ranking of Applications

6. Applications will be fairly rated and ranked according to the following criteria:
 - a. Completeness of the application,
 - b. Clarity of the proposal,
 - c. Clarity of the budget,
 - d. Proximity of degree completion—applicants will be prioritized in the following manner:
 - i. PhDs/MDs/JDs at the end of their program are first priority;
 - ii. Masters students at the end of their program are second priority;
 - iii. PhDs/MDs/JDs in mid program are third priority;
 - iv. Masters students in mid program are fourth priority;
 - v. All graduate students at the beginning of their program are fifth priority.

e. Type of event, function, or activity:

- i. Job interviews and auditions are first priority;
- ii. Clinicals are second priority;
- iii. Workshops, seminars and lectures are third priority;
- iv. All other forms of events will be fourth priority.

7. Each ST application will be evaluated by three separate readers. A reader may not evaluate a proposal from his or her own department.

G. Guidelines for Awarding Funds

1. The top 20% of ST applications will be eligible for full funding of the amount requested (or \$200, whichever is less).
2. The second 20% will be eligible for 90% of the amount requested (or \$180, whichever is less).
3. The bottom 60% of the applications will be eligible for 80% of the amount requested (or \$160, whichever is less).

For example, if 15 applications are received, the top 20% = 3 applications. Therefore, the applications that are ranked first, second and third will be eligible for full funding, the applications that are ranked fourth, fifth and sixth will be eligible for 90% funding, etc.

4. If two or more applications receive the same ranking, they will be given equal ranking for purposes of awarding funds. For example, if two applications are ranked "first", both will qualify for full funding as outlined above.
5. When a tie occurs at a ranking that prohibits each applicant from receiving funds, the applications will be scored by another reader (or readers) until one application receives the highest score.
6. An applicant may decline an award.

H. Appeal Process

1. Applicants may appeal an award decision by writing a formal letter to the Specialized Travel Fund Chair within three weeks of the date on the notification letter.

2. The appeal must stipulate on what grounds the appeal is based. No appeals will be heard on the grounds that an application was rejected because of failure to follow application guidelines.
 3. The ST committee will review the request for an appeal. If the request is found to have valid grounds, the committee will review the application and conduct a re-reading of the application if needed. If the reasons for appeal are found to be inadequate, no appeal will be granted.
 4. Any committee member who shares a home department with an applicant must abstain from the decision-making process during consideration of an appeal made by that applicant.
 5. Any applicant dissatisfied with the results of an appeal to the ST committee may file a final appeal to the GPSA council. The decision of the GPSA Council will be considered final. No further appeal will be granted.
- I. Responsibilities of the Specialized Travel Fund Chair
1. Work in conjunction with SRAC and serve as a reader for both SRAC applications and Specialized Travel fund applications.
 2. Publicize the availability of Specialized Travel funds and ensure that applications are accessible to applicants.
 3. Notify applicants of award decisions by letter within one calendar month of the application deadline.
 4. Address and resolve appeals within one month of the date the appeal is submitted.
 5. Submit an annual written report to the GPSA Council at its May Meeting.