

SEER Center Graduate Students & Postdocs Travel Award

Travel Award Application Guidelines

The SEER Center Graduate Students & Postdocs Travel Award provides support to graduate students and postdoctoral researchers who wish to present a scholarly oral presentation or poster at a national or international professional meeting.

Award Amount and Deadlines:

- The award will be offered three times per year.
- For each award period, up to \$1,000 in travel funds will be available for disbursement.
- Number and amounts of awards will be based on the quantity and quality of applications for each award period.

Award Deadline 1: February 16, for travel between March 1 and June 30

Award Deadline 2: May 18, for travel between July 1 and October 31

Award Deadline 3: September 14, for travel between November 1 and February 28

Allowable Expenses: Registration, transportation (e.g., economy airfare, travel to and from airport), housing, and per diem (see Federal limits) can be included in the proposed budget. Expenses for conducting research while traveling are not allowed.

Requirements for Receiving a SEER Travel Award:

- Awards are available only to graduate students and postdocs who are presenting education research conducted through UGA.
- Students must be in good academic standing, and registered full time during the semester when the application is submitted and during the semester of travel. Postdocs must be employed at The University of Georgia at the time of travel.
- Due to the limited availability of travel funds, preference will be given to active members of The SEER Center (led or attended at least one SEER Center event in the 12 months prior to the award deadline). New or currently inactive members are still encouraged to apply and will be welcome to participate in future SEER events.
- Applicants are required to be formally contributing to the meeting, conference, or workshop that they are requesting funds to attend. A formal contribution is defined as the presentation of a paper or poster. In the case of co-authored papers or posters, only the primary presenter may receive funding.
- Applicants can only submit one application per meeting, conference, or workshop. Complete application packages must be submitted for each application. Only one application can be submitted per award period, but applications can be submitted in multiple award periods.
- Awards are limited to one award per individual, per academic year. Those having received funds previously during the academic year are ineligible to apply.
- Awards for multiple individuals attending the same conference will be reviewed independently.

- If an awardee finds that they cannot attend the conference after expenses have been paid by the SEER Center, barring an emergency, they will be financially responsible for reimbursing the University.
- If evidence presents itself that requests are being made for duplicate reimbursements from multiple sources, the award will be forfeited.

Application Guidelines:

All components must be submitted before an application will be considered for funding.

Applications must include the following:

- Abstract (≤ 250 words):
 - State if you are a current SEER member and list any SEER events (in-person or virtual) that you were able to attend during the past academic year.
 - Identify research goals/questions, theoretical frameworks, methods, results (as applicable), and implications.
 - Describe how the research you're presenting aligns with the SEER Center research areas (<https://seercenter.uga.edu/research/>).
 - Explain the broader impacts of your research upon the education research community.
- Budget Justification – Budget template and example justification provided. Please complete the yellow fields on the provided template. Be sure to include active links for the per diem rates for your conference's locality (zip code). Indicate if other funds are available to help pay for travel including the funding source and amount.
- A copy of the acceptance letter or confirmation letter indicating you will be participating in the meeting or conference for record. These materials should be provided once received even if they are not received before the application deadline or award announcement.

Applications must be emailed to shavindie@uga.edu or ashtea@uga.edu by 11:59pm on the date of the deadline. Late applications will not be considered for funding. Please direct inquiries to shavindie@uga.edu or ashtea@uga.edu.

Award Notifications:

Awardees will be announced ~2.5 weeks after the application deadline. Applicants will receive an email notification of whether they received the award.

Reimbursement:

Students must follow UGA travel regulations (travel authorization, provide original receipts with expense report). A travel authorization will need to be filled out and approved in order for the funds to be awarded.

Scoring Rubric (14pts Total):

Abstract

- Applicant is an active SEER member. – 2pts
- Describe research goal/questions, theoretical frameworks, methods, results (as applicable), and implications. – 4pts
- Describe how the research you're presenting aligns with the SEER Center research areas. – 2pts
- Explain the broader impacts of your research upon the education research community. – 2pts

Budget Justification

- List all travel expenses per budget template. – 2pts
- Justify all travel expenses as indicated in the example justification. – 2pts