HGSA/SSGSA Grant Application Guidelines (2018-2019)

Before you apply:

- Eligibility: All Rice Humanities and Social Sciences graduate students who can provide a reasonable justification that the relevant expense will further their own graduate research goals. This can include, but is not necessarily limited to, conference travel, research travel, and workshop/special training. There is no limit to applications, but each student is limited to one travel award per academic year. Applicants may request a maximum of $500 per award.

- This grant is "last resort" funding for graduate students who have exhausted all internal and external funding resources for travel critical to their professional development. Successful applicants must demonstrate both financial and professional/scholarly need. Be detailed.

- Deadlines: The deadline for grants submissions is 11:59 PM on the 1st of every month.
    - Applications must be submitted by the 1st of the month prior to the conference/trip being considered for funding. For example, an application for a conference occurring on April 10th would need to be submitted by March 1st and an application for a conference occurring October 30th would need to be submitted by September 1st.
    - Late applications will not be considered. We will not retroactively fund travel under any circumstances.

Application Process:

- Complete the online application. You will need:
    - A signed letter from an appropriate member of your department (administrative staff or faculty) that confirms you have exhausted all departmental funding resources for travel. This letter should include a general description of the respective department's travel allowance policy per semester/year and why it was not sufficient.
    - Preliminary budget, including lodging, travel, any registration fees, and any other expenses. HGSA/SSGSA funding cannot be used for meals. Budget should include any funding applied for, pending, or received from other sources (if any). Be as detailed and specific as possible.

After you apply:

- You will receive a decision from the Grants Committee within two (2) weeks of the application deadline.

- If you are awarded a grant, funding will be provided on a reimbursement basis. All documentation must be turned in within one (1) month of the conference or research trip. To receive reimbursement, you must submit original receipts and invoices for all services/fees paid via HGSA/SSGSA guidelines for Concur. You will receive these instructions upon acceptance.