

### CLASS GRACE Grant AY 2024-25

**Purpose.** The purpose of the CLASS Graduate Research And Creative Endeavors Grant is to support graduate students as they travel to organized regional, national, and international conferences to present, discuss, or perform original research or creative work or material expenses to conduct work on thesis or dissertation projects. This fund intends to *supplement* travel support available through the applicant's department. Only CLASS graduate students are eligible to apply. Priority will be given to PhD students.

Four due dates with timelines are listed below. You should apply as soon as you know that you will require funds. Applications will not be considered until the deadline has passed, and it will take committees some time to review them. Please prepare accordingly.

Deadline October 15, Travel/Expenditures complete prior to May 30.

Deadline November 15, Travel/Expenditures complete prior to May 30.

Deadline January 24, Travel/Expenditures complete prior to June 30.

Deadline March 7, Travel/Expenditures complete prior to September 30.

Submit Application via Qualtrics:

[https://uidaho.co1.qualtrics.com/jfe/form/SV\\_3siXHgeqEtprqZw](https://uidaho.co1.qualtrics.com/jfe/form/SV_3siXHgeqEtprqZw)

**Eligibility.** Travel awards may be up to \$500. Students must not have received internal grant funding from CLASS previously. Funding will be distributed on a first-come, first-serve basis. However, as funds may become available again (as travel is canceled or more funds are available), any unfunded proposal will be forwarded into the next cycle within the same Academic Year. If you would prefer NOT to have your application considered in the next cycle, please email [tcraig@uidaho.edu](mailto:tcraig@uidaho.edu).

**Criteria for Travel Support.** Support will be granted for registration, travel, and/or lodging expenses associated with personal presentation of results of original research and/or creative activity at conferences or meetings of recognized scholarly or professional societies. Support is given for oral or poster presentations. The maximum travel award is \$500. Note that travel preauthorization must be secured before any expenses are incurred. Note that travel preauthorization must be secured before any expenses are incurred.

**Criteria for Thesis/Dissertation** Support will be granted to cover costs associated with thesis or dissertation work (e.g., equipment purchases to remain in the unit, software licenses, and participant costs through approved IRB processes). Funding may not be used for items to be kept by the student, though can be used for items that will be depleted with use (e.g., printer ink, copy costs, etc.).

**Eligible Expenses.** This travel grant will cover registration, travel, and lodging costs. Travel costs can include economy airfare, baggage fees, parking fees, train, boat, mileage reimbursement for personal car (use 0.655 for mileage estimates), or bus. Please note that per diem is not included or covered by this funding. The cost of travel cannot exceed the equivalent of

economy airfare. Lodging expenses are figured at the single conference room rate. All original receipts are required for reimbursement and will be submitted through your home department. Note that travel preauthorization must be secured before any expenses are incurred.

**Application Process.** Prepare and submit the following information [here](#):

1. Provide an abstract of the paper or performance to be presented or research /activity to be conducted.
2. Describe the impact of the opportunity to participate in this professional meeting for your career or the importance of the funding to complete your thesis/dissertation work.
3. Estimate the registration, travel, and lodging costs and/or costs of your thesis/dissertation work.\*
4. List of travel and project support allocated to you or expected from your department or other sources (grants or fellowships).

\*Note these funds may not be used to pay salary or wages.

Be prepared to upload an invitation to participate, an acceptance of a paper or performance for presentation, a copy of the preliminary program listing participation, a timeline of when you would expect to receive such notice, and an email with the approval of your department chair and/or major professor verifying the need for this support and listing any matching funds from the department or have an email sent directly to [tcrraig@uidaho.edu](mailto:tcrraig@uidaho.edu).

#### **Review Process:**

Applications will be reviewed by CLASS associate deans and ad hoc committees as needed. The dean will make the final decision based on recommendations.

Applications will be reviewed using the following criteria:

1. Priority will be given to applicants whose completion of a thesis or dissertation depends on funding (e.g., travel to archives will be weighted more heavily than travel to a conference).
2. Availability of departmental funds to support professional travel (priority will be given to applications demonstrating partial departmental support for travel.)
3. Priority will be given to PhD students.
4. Priority will also be given to applicants who have applied and received GPSA support.
5. Importance of the opportunity for a graduate student to further their career or scholarly work.

*All travel related to professional meetings must have prior Chrome River authorization regardless of the funding source (departmental, external, or personal). If travel is pre-authorized in Chrome River, retroactive reimbursement for travel from this grant will be possible. Funding not spent by the end of the funding period will be returned to the college.*