Standing Rules and Regulations  
Travel Awards Committee  
_Last modified: November 15th, 2012_

1. The goal of the GPSA Travel Awards Committee is to disseminate funding to graduate students for travel to and from events that will positively influence both their academic experience at the University of Idaho and the impression of the University by professionals in their respective fields.
   a. The committee is made up of individuals from differing academic backgrounds and fields to best serve students across the entire campus. They are tasked with responsibly providing travel opportunities to every graduate student on the Moscow campus.
   b. Fall Semester Responsibilities  
      i. Chair responsibilities – The chair of the committee is responsible for bringing the applications, the most recent version of the senator attendance sheet (to determine if any departments are in default due to missing two consecutive meetings), and any applications for thesis/dissertation binding. In addition, they are responsible for organizing the meeting at a time that works for every member of the Travel Awards committee. The chair is to also keep track of students that received a travel award for each funding period. In addition, the chair is to attend all GPSA Senate Meetings and report to senate the business of the committee after each funding period and any additional times as needed.
      ii. Travel Award Committee Members – Members of the committee are responsible for attending every meeting called by the chair. For an application to be either accepted or rejected it needs to be reviewed by two members of the committee, members are responsible for understanding the criteria for a complete packet in order to participate and provide one of those signatures.
      iii. Templates of document can be found on the GPSA-website. The GPSA President and Travel Awards Chair will maintain the document. Along with the Travel Awards Packet, this document (Standing Rules and Regulations) will be followed by all graduate students at the University of Idaho.
   c. Spring Semester Responsibilities  
      i. All reports shall be filed in the GPSA office by the Travel Awards Chair.

2. Chair and Committee Members Responsibilities  
   a. Job Description  
      Chair and Committee Members: see description under Fall Semester Responsibilities (1. b above).
   b. Duties  
      i. Committee Meetings
Committee meetings are intended to either discuss changes in the Standing Rules and Regulations, Travel Award Packet, Presentations given by the Travel Awards Committee, or other pertinent business. Chair shall schedule committee meetings as deemed necessary with committee members. All Committee Members and Chair shall have an equal voice in discussions within the meeting.

ii. Committee Communications
   1. The Committee is to attend the GPSA Senate Meetings and support the Travel Awards Chair in discussion as needed. Committee members shall discuss any concerns/situations at the Travel Awards meeting before discussing it at the Senate Meeting. The committee members will vote and/or discuss issues within the Travel Awards Meeting and bring that vote/consensus to the Senate when discussion occurs.
   2. A committee member is responsible for un-objectively assessing the application packet and participating in the awarding of funding for student travel. The member must not be biased in any way that would influence their decision making process in either direction. They must not show preference for their department or individuals with which they are familiar.

iii. Awardee Communications
The packet for the current fiscal year (July 1 to June 30) must be used. Those applying for an award shall communicate to the Travel Awards Chair through email to address any questions or concerns. Awardees will automatically be denied of any award for the year if communication occurs in inappropriate settings such as chairs house, classroom, or other setting as deemed by chair.

c. Procedures
   i. Committee Meetings
   Committee meetings shall be held after each funding period and deemed necessary by chair. Responsibilities for meetings are outlined above. All Committee Members are required to attend each meeting unless absence is otherwise approved by Chair.

d. Reimbursement Instruction (See packet)

3. Committee Duties & Procedures:
A percentage of the Travel Awards budget for each funding period will be determined at the first meeting of the year. Percentages of budget given will be determined based on trends from past years and will be discussed as needed. The largest percentages will be given during the March and June funding periods.
i. First, the packets are checked to make sure the departments are in good standing.
   1. See the GPSA By-laws for the most current definition of “good standing” and default.
   2. Departments without representation are not eligible for travel awards
   3. Branch campus students are not eligible for travel awards
   4. Students from departments in default are not eligible for travel awards.
      a. If a department has missed two of the last three GPSA meetings, students from that department are not eligible for travel awards.
      b. If a department has missed three or more meetings total for a given semester, students from that department are not eligible for travel awards.
ii. Applications will be screened for previous awards. Applicants are only eligible for one award per fiscal year (July 1 to June 30).
iii. Packets are set in the middle of the table and chosen at random by committee members. Members then assess the packet for completeness and accurateness. The first page of the packet has a section that is to be filled out by the committee members, transfer information from the inside of the application to this section as you encounter it. Once the packet has been completely reviewed, on the front of the packet on the top right write whether it is recommended for “Accepted” or “Rejected” status, if rejected a 3 – 4 word summary of reason for rejection, and if accepted the dollar amount requested.
   1. Two committee members must review each packet.
   2. Any packet missing any signature, piece of information, or that does not adhere to the guidelines set within the travel awards packet must be rejected.
iv. Once all packets have been reviewed, they are set in a new pile to be reviewed by a second committee member.
v. When all packets have been reviewed, rejected packets are revisited to make sure they are being rejected for valid reasons.
vi. Accepted packets are totaled up to see the amount of money being requested.
   1. If the total amount requested by all is within the budgeted amount, every packet is accepted.
   2. If the total amount requested is over budget each award will be lowered to no less than 70% percent of the amount requested.

If there is more money being requested than is available, packets are chosen on their merit based on section C (Participation Information). Applicants that are presenting will receive priority and be placed in pool A. Any applicant attending workshops, networking and/or interviewing will receive next priority in pool
B. In the event that there are more successful applicants than money in an award period, priority will be given to students who have not previously received travel awards and be placed in pool A. Applicants who have received an award previously will be placed in pool B.

1. If, once packets are scored, there is still more money being requested than is available, packets in pool A will be chosen by a lottery system
   a. The packets will be shuffled randomly and placed upside-down so the names of the applicants will be concealed. Packets will be drawn until the budget is met. Names left in the pile will not be funded.
   b. For those packets not funded, applicants will be notified that their packet met all qualifications but could not be funded due to budget constraints. They are more than welcome to reapply for the next deadline. They must submit a new packet.

2. If, once packets are scored in pool A and there is still extra funds available applicants will be selected from pool B using the lottery system as directed above.