

Travel and Research Grants and Awards

The Charles Phelps Taft Research Center

The history department is one of twelve departments in A&S that receives money from the Taft Research Center (TRC, for short), a private endowment affiliated with UC that provides generous support to student and faculty research in the humanities, social sciences and mathematics. While Taft funding is generally awarded on a competitive basis, history students have traditionally been highly successful in Taft competitions and it is not unusual for our MA and PhD students to receive several TRC grants and fellowships over the course of their studies in the department. The TRC supports a number of grant programs, including Dissertation Fellowships, Graduate Enhancement Fellowships, Graduate Enrichment Awards and Travel Grants.

The University Research Council

The University Research Council (URC) provides research support for outstanding graduate students in a variety of disciplines, including history, and our students have frequently done quite well in URC competitions. The URC currently offers Summer Graduate Research Fellowships that provide up to \$3,000 for two-months of summer research activity.

Additional University Awards and Fellowships

In addition to the URC, graduate students are eligible to receive a number of other forms of funding through UC. Incoming history graduate students can be nominated for University Distinguished Graduate Fellowships, which provide three years of support at the MA and/or PhD level. The university also offers Distinguished Dissertation Completion Fellowships, the Neff Fellowship for the outstanding woman graduate student in the Arts & Sciences, and Albert C. Yates Fellowships for minority students. The deadlines and funding level for these various awards vary slightly from year to year, and interested students in the department should make sure to contact the Director of Graduate Studies in January to find out about funding opportunities and deadlines for the coming year.

Graduate Student Governance Association (GSGA) Travel and Research Grants

The GSGA offers small grants to graduate students to defray the cost of research, travel to conferences, and conference expenses. Students apply at the beginning of the quarter to the GSGA office. Each student is eligible for a one-time grant of up to \$400 for research and an unlimited number of smaller grants, usually \$100-200, for conferences. Since the GSGA serves all graduate students at the university, not all applicants receive grants each time they apply. Those who have not been awarded grants previously normally take priority.

Conference Travel Awards: Presenter

Werner E. Von Rosenstiel Fund

Werner E. Von Rosenstiel, a devoted friend of the department who studied at UC as an undergraduate, has generously endowed a fund that provides grant money for conference and research travel as well as language study to students specializing in modern European history. Students in other fields who have a research interest in modern Europe are also eligible to apply. Awards range up to \$2,000 per year. Monies from the Von Rosenstiel Fund are also used to provide enhancements for select scholarships. More information can be found [here](#).

Susan Butcher Travel Fund

Description

This fund was created to help interior design co-op students defray co-op related expenses such as travel, housing, food, and miscellaneous items.

DAAP Student Affairs
Aronoff 5470
513-556-1376
daap-admissions@uc.edu
DAAP Works

Note: *This is not an exhaustive list. We encourage you to check with your college or department for funding opportunities, as well.*

GSGA Requirements for Conference Travel Awards – Presenter: (effective September 1, 2013)

- Must be a degree seeking graduate student with at least 12 credit hours earned.
- Must be registered for at least one credit hour every semester (except Summer).
- Must be a member of a properly registered and active GSA group.
- Must be presenting original research in the form of papers/posters, or chairing a panel/session at a conference.

Ineligible travel:

Graduate students

a) whose conference travel is supported by departmental and/or an advisor's external grants (including but not limited to federal, state and local government or industry grants awarded externally to UC), or

b) who are travelling to a conference as an employee of such grants

are no longer eligible for GSGA conference travel awards due to changes in University of Cincinnati student travel policies.

Auditions, job talks, and interviews are ineligible.

Contact the GSGA before traveling if you are unsure about award compliance.

General Rules

Keep a copy of your award application for your records.

Awards generally take about 3 weeks to process.

If a student has graduated, he/she is eligible for reimbursement only if the conference is within two weeks of their graduation date.

The GSGA requires that all students applying for GSGA travel awards must also apply to their department/advisor for funding whenever possible.

If the GSGA treasurer emails you about some problem with your application, it is your responsibility to fix the issue(s) completely within 7 calendar days of receiving the email.

Note: During summer, the reimbursement process may take longer than usual. Please allow 6-7 weeks from the date of application submission for processing. If it has been more than 60 days, please contact the GSGA treasurer at <treasurer.ucgsa@gmail.com>.

STEP ONE (Prior to travel)

Each student must complete a UC Student Travel Authorization form and submit it to the GSGA office BEFORE TRAVELING.

Go to: Tips for completing the UC Student Travel Authorization form

Please note that submitting a UC Student Travel Authorization form does not guarantee funds.

Students are urged to travel using the least expensive mode of transportation and to plan their trip as cost-efficiently as possible. For example, flying from Cincinnati to New York City might be significantly cheaper than driving. In such a case, driving would be considered an unreasonable claim. Unreasonable claims will be rejected. Groups of students attending the same conference are strongly encouraged to share transportation and housing costs. All GSGA decisions are final.

STEP TWO (After the travel)

Follow the steps below and submit all relevant documents to the GSGA office within 14 calendar days of the end of the conference. Late submissions will be rejected. If you need more time, you must contact the GSGA before the 14-day deadline to apply for an extension (no more than an additional 7 calendar days).

Get a GSGA Conference Travel Award Application Envelope. These envelopes are only available outside of the GSGA office, 683 Steger Student Life Center. Be sure to write your M-number on it.

If you have multiple sources of funding, contact the GSGA Treasurer about the application process.

Include the following inside the envelope:

An Award Application. Submit a completed and signed Conference Travel Award (Presenter) Application (PDF). Handwritten forms will be penalized 10% of the total award amount. Make sure that you list the correct "GSGA Member Group" name. To find the most up-to-date list of GSGA Member Groups, please [click here](#).

Please note: You cannot sign your own application as a GSA "officer". Please have another officer sign for you.

Your Onestop student bill for the current semester.

For summer travel, the previous spring semester's registration proof must be submitted if you are not registered for summer courses.

Proof of conference presentation. You may submit a copy of your email confirmation of acceptance. Please make sure that your name and the conference name are on the document and are explicitly highlighted.

Proof of having traveled to the conference city. Examples of proof of having traveled include (but are not limited to): plane ticket stubs, gas receipts, food receipts, hotel statements, etc. If you have questions, please contact the GSGA Treasurer.

Original receipts of expenses. Only the expenses below will be reimbursed. NO EXCEPTIONS!

Appropriate proof of expense (as detailed in each category) must be submitted. Any deviations from the requirements below will result in a delay of processing. Original receipts are required. Any photocopied receipts must have prior permission from the GSGA Treasurer. A credit card or debit card statement MAY BE submitted to support a receipt, but cannot be submitted as the sole proof of expense.

GSGA does not reimburse food expenses.

If your receipts are not in US dollar (USD \$) currency, you must provide a printout of the appropriate exchange rate, including calculations into the US dollar amount. You may use this website to find exchange rates: <http://www.xe.com/>

For expenses shared between students, contact the GSGA Treasurer for more information.

Travel to venue city (Air/Bus/Train): E-Ticket receipt or itinerary showing applicant's name, travel cities, dates, and ticket cost. If there are multiple traveler names on the receipt/itinerary, the applicant must provide proof of payment of his/her share of the travel expense. No baggage fees or other add-on expenses will be reimbursed.

Car rental: Only the rental + applicable taxes will be reimbursed. Insurance, gas options, or other fees will not be reimbursed. The car rental agreement form with applicant's name, dates of travel, and itemized charges must be submitted.

Gas receipts: Gas receipts will be reimbursed only if submitted along with a car rental receipt. Receipt dates must match the rental dates.

Local travel: Cab/Shuttle/Bus/Train expenses for traveling once from the destination airport to the venue/hotel and once back to the airport will be reimbursed. Transportation to/from Cincinnati/Northern Kentucky (CVG) airport will also be reimbursed. Provide original receipts of travel, including for cash payments.

Miles of travel: Miles of travel can be claimed if air/bus/train travel or car rental is not claimed. Claims must be reasonable and cannot be costlier than air travel. Travel from Cincinnati must use UC as the origin address. The current IRS/UC rate for reimbursement as of January 1, 2015 is 57.5 cents per mile. Please fill out the mileage log form (MS Word .doc). Submit TWO COPIES of the completed log. If you are claiming only miles of travel for your trip, you must submit other receipts to prove that you did actually travel. Gas receipts or any other destination city receipts are acceptable.

Lodging: Hotel/motel room charges + applicable taxes will be reimbursed. Room service or other add-on expenses will not be reimbursed. An original hotel receipt showing the applicant's name and itemized charges must be submitted. The applicant MUST be the payer in order to be reimbursed. If there are multiple names on the receipt, the applicant must provide proof of payment of his/her share of the lodging cost.

Conference fees: Conference registration and/or abstract submission fees can be reimbursed. However, the total amount reimbursed must not include any membership dues or non-essential services. An original receipt from the conference must be submitted. The receipt must show the applicant's name and itemized charges.

STEP THREE (Reimbursement)

After the GSGA has processed your documents, your travel award will be reimbursed to your One Stop account for the respective semester via E-160. If your travel occurs during the summer semester but you are not registered for summer courses, you must inform the GSGA treasurer while submitting your application.