CSWS Travel Grant Application Guidelines for Online Application Form

**Deadline:** May 9, 2016 by 5:00 pm (see “funding period”)

Center for the Study of Women in Society, 340 Hendricks Hall, University of Oregon; (541) 346-5015  csws@uoregon.edu

The Center for the Study of Women in Society invites applications for grants that provide partial support for travel expenses for graduate students and part-time and full-time University of Oregon faculty and staff (must be a CSWS affiliate) for a paper presentation at a conference.

**Funding Period**
- Applications received in November can be used for travel expenses from Jan. 1 through June 30, 2016.
- Applications received in May can be used for travel expenses from July 1 through Dec. 31, 2016.

**Requirements**
- Awards are subject to conditions set by CSWS. CSWS staff members are not eligible to apply.
- Both full-time and adjunct faculty must be employed by the university: (a) during the year they apply for the grant and (b) during the year the grant money is used.
- University personnel (staff) must have a degree in the discipline appropriate to the focus of the application to be eligible to apply.
- Faculty and staff applicants must be CSWS affiliates.
- Graduate students must be enrolled at the university: (a) during the year they apply for the grant and (b) during the year the grant money is used.

**Note for Graduate Student with Financial Aid:** Receiving this award may reduce your financial aid award. Please contact the Office of Student Financial Aid and Scholarships prior to applying for this (and any other type of) support.

**Award Conditions**

**Funding Range:** up to $400.

**Frequency of Grants:** Only one CSWS Travel Grant per person, per academic year. Preference will be given to applicants who have not received a CSWS Travel Grant in the previous fiscal year.

Updated 1/5/2016
Use of Funds for travel must be related to one of the following activities related to women and gender in any subject area:

• Presentation of a conference paper

• Professional activity (such as a board meeting for an organization or publication)

Budget: Information must be entered in the online form.

Letter of Confirmation: A letter of confirmation must be attached to the online form for presentations at conferences. If the letter is not available yet, note a date of notification at the bottom of the abstract. Funds will not be released, if an award is given, until a letter is submitted.

Other Sources of Funds: Travel support from other sources, including notification dates, must appear on the application form.

Collaborative Presentation: Collaborators should submit separate grant applications for their presentation.

Reimbursement: Although University approved per diem rates may be used for meal and incidental expenses, other travel expenses are reimbursed only upon presentation and processing of proper receipts. Please note that original receipts are required for reimbursement.

You must have something in all required fields in order to save your application. Hitting the “save” button submits your application. You may make changes until the deadline date & time.

If you have questions or problems with your submission, please contact: Megan Burdick at (541) 346-2262; email: meganb@uoregon.edu

To access online form go to: https://casitweb.uoregon.edu/cswsdb/

You will have to login with your email address and password to create a grant application. That link will automatically go to a UO login site. Then you will be directed to the online application.