GIMS Student Travel Grants – last updated November 2015

GIMS is able to provide a limited number of travel grants for students who are attending the March Meeting to present a paper in one of the GIMS sponsored sessions.

The rules/process for awarding a grant is currently as follows:

1. The applicant must be an active student at an accredited degree granting institution.
2. The applicant must be the first author of a paper in a GIMS sponsored session at the March meeting – focus or regular session.
3. Applicants must be GIMS members.
4. Awards are capped at $500; this covers travel, accommodation and food. Awards do not cover registration fees.
5. The applicant may apply for the grant by sending a package consisting of the following items to the GIMS Secretary-Treasurer via email:
   a. An application letter that provides the (a) paper name, (b) abstract, (c) log number for the online submission, (d) sorting category, (e) a description of the applicant's role(s) in the paper, (f) full contact information for the student (Name, Institution, Address, phone, email) and (g) an itemized estimate of the expenses the applicant plans to submit if awarded a grant.
   b. A copy of the applicant's CV; this should include other publications.
   c. A letter of recommendation from the applicant's faculty advisor -- this may be sent separately.
   d. A copy of the paper being presented. This may be only the abstract if that is all that is ready. However, a full paper provides better information upon which to base an award decision than an abstract alone.
6. Deadline for application two weeks after the sorting session for the March Meeting which is normally held in early December...
7. Evaluation of the applications will take place by email, by the GIMS executive committee.
8. The selection of awardees will be based on the quality of the paper and the applicant's CV and recommendation. Incomplete applications will not be considered.
9. The selection(s) will be announced six weeks after the paper assignments to sessions have been made available to the GIMS Secretary-Treasurer.
10. Awardee sends receipts and a completed APS travel and expense report form to GIMS Secretary-Treasurer after the meeting – form is available at [www.aps.org/about/governance/committees/travel.cfm](http://www.aps.org/about/governance/committees/travel.cfm)
11. Secretary-Treasurer submits expenses to APS and requests that the expense check be sent directly to the awardee. The awardee should allow at least 6 weeks after the receipt of the expense form by the Secretary-Treasurer for receipt of the check.