

## GSA Funding Helpful Tips

- **Letter of support**
  - Upload a signed letter/statement of support from your supervisor/faculty mentor/advisor.
  - Must be **signed** and in PDF form
  - The letter/statement of support should clearly address **why it is important for the applicant to engage in the activity/research and what the applicant's purpose is for attending the activity.**
  - The letter should clearly state the business purpose of the trip.
  
- **Non-U.S. citizen**
  - Legal Permanent Residents must upload a copy of I-551.
  - Non-resident Aliens must upload form NRA001 with the following supporting documentation:
    1. Passport copy
    2. Visa or ESTA Status
    3. I-94 Admissions (including travel history)
    4. U.S. Social Security card, or U.S ITIN card, or U.S. EIN (only need **1** form from #4)
    5. Form I-20(s) or Form DS-2019(s)
  - **Compile all of these documents into ONE pdf for upload.**
  - If anything is expired you must discuss this with your department, but GSA will still accept your application
  
- **Itemized Receipt**
  - Itemized Receipts from conference registration, flight, hotel, food (if not provided by the conference), etc. If you have **not attended yet**, you must have your **registration cost & any estimated costs** to justify the amount of funding requested.
  - **You can only request \$500 for the GSA PDF**
    - The **costs of the receipts/estimated cost must match what you are requesting or the costs should exceed the \$500**
    - **Acceptable**
      - **Example:** I request \$500 from GSA, my registration cost \$350 and my flight is \$300 (approved since the costs is \$500 or more)
    - **Not acceptable**
      - **Example:** I request \$500 from GSA, my registration is \$200 and my flight is \$150. (NOT approved since cost is \$350, but I requested \$500)
    - If you are **splitting any costs** and you have not attended the conference yet, be sure to **state that in the uploaded document** (especially for hotels)

- **Costs and estimated costs must only go in this section** of the application as this is what GSA bases the amount approved on
  - **All receipts** must be in **your own name** to ensure you get reimbursed after returning from your conference
  - \*GSA cannot reimburse for membership costs.
  
- **Confirmation of participation**
  - Upload copy of email inviting your participation/presentation at the conference/thank you for attending email or conference schedule at a glance/etc
    - If presenting, upload the acceptance of abstract email.
  
- **TRV form**
  - The **top portion of the TRV form must be filled out completely** (video is on the GSA website discussing the form)
  - **Official State Business** must be checked and **name of conference/meeting** should go in the same box
  - Must have **leave date and time and return date and time**
  - If you have not attended your conference yet,
    - The **top** signatures must be filled out with **BOTH your signature and your supervisor/advisors** signature and **dated BEFORE** the travel date
  - If you have attended the conference
    - You must have the **TOP and BOTTOM signatures** filled out **from BOTH you and your advisor/supervisor**
  - For signatures, either written or digital ID signature (Adobe) accepted only.
  
- **Preapproval email**
  - Attach an email from your advisor/supervisor/dept head saying they have **pre-approved this travel AND the business purpose of the attendance to this conference for the student.**
  - PDF only.
  - Example: I pre-approve     (Graduate Student's Name)     to attend     (Name of the conference and dates of the Conference)     for the business reason of (i.e., presenting their research (can provide abstract title))
    - If you are **only attending**, it must state attending for a **specific purpose**

- Drive vs Flying comparison
  - Student must have a comparison/justification of why they choose flying over driving or driving over flying. (Google maps or [flyvsdrive.com](https://flyvsdrive.com)).
  - **Flyvsdrive.com** will provide you if driving or flying is better
    - All you have to do is type in your location and where the conference is located
  - Google maps can show how long travel would take, but you also need cost estimates of driving vs flying and (can incorporate the time it takes to get to the conference)

**\*\*Signatures must be written or a digital ID signature through Adobe. The digital ID is found through Tools then Certificates\*\***