

“GSG Talks” Program Description and Application Instructions

The Graduate Student Government will offer funding to UMaine Graduate Students to support travel within the state to present their research or to speak on advanced topics in their discipline. Beginning in the fall semester of 2007, applications will be available for graduate students to apply for funding to cover travel and meals.

Though the GSG will offer financial support for traveling, it is the responsibility of the graduate student to locate a venue and arrange to give his or her talk. Potential applicants who would like assistance with determining a venue should email GSGTalks on first class for suggestions. Though the program is primarily designed to cover travel within the state, other nearby sites may be considered.

Once a graduate student has arranged a time and place for a talk, a GSG Talks funding application may be submitted. The application requires details about the talk, their contact person at the hosting school, and an estimate of their travel costs to and from the speaking venue. The signature of the graduate student's advisor is required to indicate that the advisor is aware of and supports the talk. The application must be dropped off at the Graduate School offices in the basement of Winslow Hall during regular business hours. *To insure that the application gets prompt attention, a message should also be sent to GSGTalks on first class indicating that the application has been submitted.*

Funding applications will be reviewed on a rolling basis throughout the semester or until funds are exhausted. The last day to submit a funding application for the fall semester will be November 29th. Funds will be allocated in the order of receipt of correct and complete applications. Successful applicants will be informed that they are eligible for funds, and the GSG will set aside the approved amount for that applicant's use.

Funds will be distributed on a reimbursement basis only; there will be no advances. To receive reimbursement, the speaker must travel to the speaking venue and give the planned talk. A GSG Talks reimbursement form must be submitted, including the actual miles traveled. The graduate student's contact person (a faculty member at the hosting school) must sign the form to indicate that the student gave the talk. The host will also receive a separate feedback form requesting information about the delivery of the talk and relevance of the material, as well as more extensive contact information for arranging future talks.