



President Gutmann Leadership Award (PGLA) Application Guidelines

Former President Amy Gutmann, using the proceeds of her 2009 Carnegie Corporation Academic Leadership Award, had generously provided additional funding to GAPSAs to augment GAPSAs's funding for graduate and professional student travel. GAPSAs is grateful for the support from the Office of the President for the PGLA awards, which are given to students presenting at either an international conference, or a conference within the United States that would normally be out of their budget even with an individual travel grant through the Research or Professional Student Councils. The maximum award is 70% of the total budget OR \$2000, whichever is less.

Due to the large number of applications we typically receive and the limited fund allocated to PGLA, the award is very competitive and **there is no guarantee that you will receive funding**. However, we hope that the information presented here will help you submit a strong application. The President Gutmann's Leadership Awards are given out approximately 3 times a year – during the Fall, Spring, and Summer sessions, and depending on available funding. Please check our website for specific deadlines: <https://www.gapsa.upenn.edu/individual-grants>

In order to be considered for the award, you must have proof that your abstract has been accepted by the application deadline (see below for more detail regarding eligibility requirements).

Applicants are expected to consider other possible funding options before pursuing funding through this individual travel grant. In the event that an applicant is awarded more than one prize by GAPSAs for the same conference, (s)he will be allowed to accept only one of the awards.

Who is eligible for a GAPSAs Student Travel Grant?

You are eligible if you:

1. Are enrolled in a part-time or full-time graduate program at the University of Pennsylvania, either a research or professional degree.
2. Will not receive your degree before the travel indicated in the application.
3. Will be **presenting** original research at a conference/workshop.
4. Have not received the President's Award in the past two review periods (for example, if you have received funding in Fall 2021 then you are not eligible to apply for funding again until Fall 2022).
5. Have a budget of eligible travel expenses (see below) totaling at least \$1000.00.
6. Submit a completed application before the application deadline. The link to the application can be found on the GAPSAs website.
7. Have a recommendation form submitted on your behalf by a faculty member (Penn or elsewhere) before the deadline. Further instructions can be found later in these guidelines, as well as in the application form itself.

What is the most amount of money that I can get from GAPSAs PGLA?

Applicants who are selected for this award are eligible for reimbursement of 70% of their overall eligible expenses or \$2000, whichever is less. Applicants may be awarded a lesser amount based on demand/merit as well.

What are eligible expenses?

Eligible expenses include transportation, lodging, conference registration, and membership fees if required for attendance. Food and alcohol are not considered an eligible expense. Your proposed budget must total at least \$1000.00 *of eligible expenses* to be considered.

What is the application process?

Complete an electronic application via JotForm. The link to the form is available on our website.

How should letters of recommendation be submitted?

There is a section in the application form requiring contact information for your faculty recommender. The form, when submitted, will automatically send an email to your recommender, requesting them to fill out an online form of recommendation. As a backup, if the recommender has difficulty with this process, please email gapsa.evp@gapsa.upenn.edu for further support.

You should inform your chosen recommender that you plan to request a recommendation **before** you submit the application! Please make them aware of the process for submission of the recommendation to minimize any confusion.

It is YOUR responsibility to ensure that a recommendation is submitted on your behalf.

Check with your recommender to make sure they submit the form on time. You will receive an email when your recommender submits the form (to the email address that they supply for you).

What is the review process like?

All completed applications received will be reviewed after the posted deadline, NOT before. Applications are scored by a committee of GAPSAs PGLA Review Committees, including members of GAPSAs and GAPSAs Executive Board. The applications are awarded based on the average score of three independent reviewers. Your applications will be *anonymous* to the reviewers and we will ensure that there will be no potential conflict of interests between the applicants and the reviewers.

All applicants will be notified of the decision on their application via email approximately 3-4 weeks after the application deadline. Due to the large volume of applications that are received, the review process takes some time, so please be patient. Your application will NOT be reviewed if your letter of recommendation is missing, or if you have not submitted acceptable proof that your abstract has been accepted to the conference.

What does a successful application generally look like?

A successful application generally is one that:

- is complete, including a recommendation;
- abides by all listed eligibility criterion;
- is submitted before midnight of the deadline date, NOT after;
- has a compelling and clearly written case as to why it was/is **important** for the applicant to attend the conference;
- explains **in detail** the steps and **effort the applicant has taken to reduce costs** (i.e. volunteering at the conference to reduce costs or taking a bus to a neighboring state instead of more expensive options such as flying, sharing a room with other attendees, etc.); and
- explains how the applicant has sought funding elsewhere or gives a clear explanation as to why the applicant is ineligible for alternate funding sources.

These are the criteria that are used to score your application!

What if my application is not successful? Can I re-apply?

If your conference end date falls within the eligibility window, you may choose to re-apply for the next application round.

What is the reimbursement process like?

For applicants who are awarded a travel grant, they will receive detailed instructions in their award letter as to how to claim reimbursement for their eligible costs. Students must accept or reject the award within two weeks of notification of their awards. Please do NOT submit reimbursement for ineligible expenses such as food! **The process often changes from cycle to cycle, so make sure you check the updated guidelines in the award letter and on the website before you submit your reimbursement.**

You will need to save your receipts in order to be reimbursed! More information will be included in the award letter.

The Office of Student Affairs processes all financial transactions for GAPSAs-funded individual student grants. Please email gapsa.evp@gapsa.upenn.edu and gapsa.funds@gapsa.upenn.edu if you have questions.

Further information can be found on the Office of Student Affairs website, Policies and Forms page: <http://www.vpul.upenn.edu/osa/policies.php>