

Who is the party responsible for obtaining Department Chair and College Dean signatures?

The student should check with the academic unit. This should be decided by the academic unit in conjunction with the Dean's Office. Some units have the student walk the application to the various offices; other units have an internal routing process.

I have an appointment as a graduate assistant or fellow. Can I keep this funding if I receive the Graduate School Doctoral Research Travel Award?

Yes. You need to report these funds as part of the application process.

I have applied for/received an external award. Can I keep this funding if I receive the Graduate School Doctoral Research Travel Award?

Possibly, depending on the details of the funding and requirements of the funding agency. You must provide information about these funds as part of the application process. The Graduate School Doctoral Research Travel award is meant to provide funds for research travel to students who have no other resources to pay for this travel. If partial travel funding is received from another source, please identify the expenses that will be covered by that award.

Am I required to register to receive this award?

Yes. If you are on an assistantship or fellowship, you must register for courses appropriately. Otherwise, you must register for a minimum of 3 credits for Fall or Spring and 2 credits for Summer. You must be registered for the term of the award, and also in the following term if funds are approved to be used during that time. Check with the Office of Student Financial Services how the minimum required registration may impact any financial aid that you receive.

Does this award come with any kind of tuition assistance?

This award does not come with funds for tuition, fees or health insurance however, if you have no other financial support you may request for the Graduate School to pay the in-state portion of the tuition for the minimum number of credits (3 credit-hours for Spring or Fall, 2 credit-hours for Summer), only for the term that the award begins. Requests for the tuition assistance will be carefully reviewed. The actual award is processed through the UF travel authorization and expense process; it is not an appointment and therefore does not include a "tuition waiver."

I am NOT a Florida resident and I do not have an appointment. Do I have to pay out-of-state tuition and fees to accept this award?

Yes. All non-Florida residents must pay the entire tuition cost (including the out-of-state portion of the tuition), as well as all fees.

If your tuition assistance request was approved and the Graduate School will pay the in-state portion of the tuition for the minimum number of credits (3 credit-hours for Spring or Fall, 2 credit-hours for Summer), only for the term that the award begins, you must pay the out-of-state portion of the tuition, as well as all fees. If

you expend award funds in the following term, you must also be registered. You will then be responsible for the entire tuition cost, and all fees, for that term.

Consult the Office of the Registrar's website to determine, if you might be eligible for Florida residency reclassification, according to UF criteria: <http://registrar.ufl.edu/services/residencychange.html>.

I am an international student and I do not have an appointment. Do I have to pay out-of-state tuition and fees to accept this award?

Yes. All international students must pay the entire tuition cost (including the out-of-state portion of the tuition), as well as all fees.

If your tuition assistance request was approved and the Graduate School will pay the in-state portion of the tuition for the minimum number of credits (3 credit-hours for Spring or Fall, 2 credit-hours for Summer), only for the term that the award begins, you must pay the out-of-state portion of the tuition, as well as all fees. If you expend award funds in the following term, you must also be registered. You will then be responsible for the entire tuition cost, and all fees, for that term.

Do I have to pay fees for my registration?

Yes. The cost of fees can be calculated using tools at: <http://www.fa.ufl.edu/bursar/current-tuition-and-fees/>. The cost of fees depends on the number of credits and your Florida/non-Florida/international residency status.

I will have an appointment as a graduate assistant or as a pre-doctoral fellow during the term/s of this award. Will my GatorGradCare health insurance continue during this award?

Your GatorGradCare is a benefit of your appointment. As long as you are on an appointment during the term/s of these awards, you will be covered. Students who have a Graduate School travel award during the summer term may/may not be covered. Contact GatorGradCare, if you have any questions: <http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/>. Otherwise, you will have to find alternate health insurance. The Student Health Care Center website might be helpful: <http://shcc.ufl.edu/fees-and-insurance/health-insurance-options/>.

If I receive this award, who coordinates my travel? Can any of my travel be paid up front?

When you receive this award, contact the Fiscal Officer in your department. They can purchase your airfare for you. They will also assist you in preparing the Travel Authorization, Travel Advance (if applicable) and Travel Expense Reports needed to secure your funds.

Am I allowed to get a travel advance with this award?

Only if you will have an appointment or are otherwise employed by UF in the term of the award.

How do I verify my enrollment for the term of the award?

The National Student Clearinghouse is the official provider of enrollment and degree certification for the University of Florida. Enrollment certification from NSC are considered official documentation of enrollment. To obtain the enrollment verification certificate, please visit this page: <http://registrar.ufl.edu/services/enrollment>. If you are unable to obtain the advanced official proof of enrollment, via the National Student Clearinghouse due to the registration dates, you may provide an official and signed letter from the graduate coordinator or the department chair (including your schedule or courses), cosigned by your supervisory committee chair.

Contact Us

If you have questions or need more information, please e-mail us at: gradawards@aa.ufl.edu.