NSF TRAVEL GRANTS

GENERAL GUIDELINES FOR NSF COMPLIANCE

ELIGIBILITY

Applicant must be a US Citizen or at a US instution

Applicant must be a grad student, independent scholar, or recent PhD (received in last 5 years)

The grant only covers travel to and from the hotel and registration costs

The grant does not cover travel during the meeting or hotel expenses

Airfare must be booked on US-flag airlines

Applicant must participate in meeting to apply for award and receive reimbursement

REQUIREMENTS

Grad students must provide proof of student status

Maximum award amounts are $750 for domestic travel and $1000 for international travel

Reimbursement for car travel must be cheaper than the lowest priced airfare

Airline receipts must include passenger's name, airline, and proof of purchase

All amounts must be in USD. Foreign currencies should be exchanged according to the WSJ rate on the day of purchase

1. GRANT APPLICATION

Disseminate grant applications concurrently with acceptance letters

Collect grant applications using the [online NSF travel grant form](#)

The form screens for eligibility. If an applicant doesn't meet the criteria, they cannot apply

2. GRANT APPLICATION REVIEW

Form data is sent to a society-specific spreadsheet

Review applications by researching costs. Enter 0 into any researched field to reject a candidate

Budget may be inflated to compensate for no-shows and comparatively lower reimbursement costs

Use generated links in the spreadsheet to expedite researching costs

Process applications as they arrive for best results

3. REIMBURSEMENT

Disseminate reimbursement forms during or after the meeting

Set a strict deadline for completing the form

Collect reimbursements using the [online NSF reimbursement form](#)

The form requires the completion of a survey

4. PROCESS REIMBURSEMENTS

Form data is sent to a society-specific spreadsheet

The spreadsheet will import initial award, proof of student status

Process reimbursement by comparing receipts to claimed costs

Airfare must have a receipt, not an itinerary

Disseminate payment. Notify HSS when complete