

## **Graduate School**

### **Travel Grant Application Instructions**

The Graduate School offers a competitive travel grant to UT Arlington doctoral students to help defray the costs associated with presenting research at national and international institutions and conferences.

The grant awards up to:

- **\$750 for international conference oral and poster presentations**
- **\$500 for domestic conference oral and poster presentations**

Students may receive one travel award per academic year. The grant awarded may be less than the maximum amount stated above depending on the proposed budget, application quality, and available funds. Grants will only be awarded while funding is still available. All applications must be approved by the Graduate School.

#### **Eligibility:**

1. Applicants must be active UTA doctoral students in good academic standing at the time they receive the award.
2. Applicants for oral or poster conference presentations must be presenting original research and be the sole presenter.
3. Applicants must also secure supplemental funds from their college/department for the conference travel. Any Graduate School Travel Grant funds awarded will not exceed the amount awarded by the college/department.
4. Support is only for travel to academic conferences.
5. Only one grant per student per academic year is awarded or funded. Please prioritize your proposals accordingly.
6. Travel grants cannot be awarded retroactively; proposals must be submitted at least 10 business days prior to travel in order to be considered.

## Application Requirements:

1. Completed online application (including attached cover sheet).
2. Approval from your academic department to process the funding of your travel. The Graduate School distributes travel awards through individual departments; a member of your department must agree to process the transaction. Please provide the processing instructions to your department contact to avoid delays in disbursement. **All travel bookings/expenses (airfare, rental car, etc.) must abide by applicable UTA travel policies. Students engaging in international travel must comply with applicable international travel policies.**
3. A letter of support from the UTA faculty member who is most familiar with your research, such as your supervisor or thesis/dissertation committee chair. This letter must be emailed from your professor to [graduate.studies@uta.edu](mailto:graduate.studies@uta.edu). **The letter of support MUST come directly from the professor in order to be considered.**
4. Formal invitation/acceptance.
  - Formal invitation/acceptance from the conference or event at which you are presenting. This should specify your time, the title of your presentation, and the type of presentation (oral or poster.)
5. Proposed Budget. Categories of spending include all costs associated with travel including transportation, meals, lodging, and incidental costs. Additional funding sources and amounts should be listed as well. **Please note: While the proposed budget is used to help determine the maximum travel grant award amount, itemized receipts and an approved expense report are required to determine the final reimbursement amount following the completion of travel.**

**Important Deadlines:**

Applications are due at least 10 business days **prior** to the departure date. Please submit your application online. **Incomplete applications will not be considered. The Graduate School will not respond to applications until all required documentation has been received.**

Applicants who do not receive notification of their application status within 10 business days may e-mail [graduate.studies@uta.edu](mailto:graduate.studies@uta.edu) to inquire about their application status.

**Return and Follow-up Requirements:**

**Follow-up requirements must be completed within 10 business days of the student's return.**

1. **Description of Experience.** This requirement is due no later than 10 business days after the return date. There are two parts to this requirement. The first part includes a picture of the student's research/presentation experience. In addition, the student must sign and include the UT Arlington photo release form. (Please note: photos may be shared on the Graduate School's social media and/or website.) The second part is the written reflection, which should describe your best experience(s) attending the conference with regards to research projects and/or professional goals. Photos, photo release forms, and the written reflection should be e-mailed to [graduate.studies@uta.edu](mailto:graduate.studies@uta.edu).
2. **The student must provide itemized receipts serving as proof of expenses.** Receipts should be turned in to the student travel representative in the student's academic department as soon as possible upon the student's return. The department representative will file an expense report for the student. Funds will not be disbursed until the travel representative notifies the Graduate School that the student's expense report has been approved.
3. With the exception of supplemental funding from the college/department, the receipts used for the Graduate School Travel Grant may not be used for other grants, awards, or fellowships for travel reimbursement. In order to receive Graduate School Travel Grant funds, students must certify that the receipts were not used for any other purpose on the application by checking the appropriate box on the digital application.

Please note: Failure on any applicant's part to meet the award requirements may result in denial or revocation of the award and renders the applicant ineligible for future awards offered through the Graduate School.

For questions, please contact the Graduate School at [graduate.studies@uta.edu](mailto:graduate.studies@uta.edu).

# Graduate School Travel Grant

## Award Processing Procedures

### Student Responsibilities:

- Submit all application materials 10 business days prior to planned departure.
- **Meet with department's student travel representative to review UTA and departmental travel policy.** The Graduate School distributes travel awards through individual departments; a member of your department must agree to process the transaction.

### Department Responsibilities:

- Provide applicant with UTA and departmental travel policies before signing the Travel Grant Cover Sheet.
- Provide applicant with a cost center and department number for receipt of the Travel Grant funds. Please note that Graduate School Travel Grant funds can only be transferred to an M&O (Maintenance and Operations) cost center.
- Assist applicant with booking travel and with other travel-related expenses (e.g. conference registration) IF the student is awarded funding. The Travel Grant Cover Sheet is one part of the application process and is **NOT** a guarantee that the student will receive funding from the Graduate School. The department contact listed on the Travel Grant Cover Sheet will be notified via e-mail if the student is awarded travel grant funding.
- Assist student with reimbursement process after travel is completed.
  - Review students' receipts to ensure compliance with all relevant university travel policies and procedures.
  - File an expense report for the student.
  - Forward the expense report approval e-mail containing the student's name, UTA ID, and expense report number to [graduate.studies@uta.edu](mailto:graduate.studies@uta.edu) once student's expense report has been approved.
  - Please note:
    - **An approved expense report is required for reimbursement.**
    - **The Graduate School's travel grant reimburses the student's eligible travel expenses (up to the maximum award amount indicated in the student's award e-mail) AFTER accounting for college/department funding.** For example, if a student submits receipts showing \$800 of eligible travel expenses, and the college/department has agreed to provide \$500 in supplemental funding, the Graduate School travel grant reimbursement would be \$300.
- Upon receipt of all required documentation following the student's return (including expense report approval), the Graduate School's representative will email the person listed on the Travel Grant Cover Sheet with details regarding the student's reimbursement amount and the transfer of the awarded funds.



## Graduate School Travel Grant Cover Sheet

Please review the Program Description and Requirements before completing this application. This document must include all signatures and supporting documentation must be attached and submitted via the online application in order for your application to be reviewed. Incomplete applications will not be reviewed.

### Student Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Conference Paper/Poster Title:

\_\_\_\_\_

Location and Dates of Travel:

\_\_\_\_\_

Travel Grant amount requested:

\_\_\_\_\_

### Department verification:

The applicant named above has applied for travel funds from the Graduate School. Your signature verifies that you support the applicant's application and that, if awarded, the college/department agrees to coordinate the funds for student travel and process the student's expense report. **In addition, the college/department agrees to supply supplemental funding in the amount listed below.**

Supplemental amount provided by college/department: \_\_\_\_\_

Name of Dept Chair, printed	Signature	Date
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Name of Dept. Contact to process transaction	Signature	Date
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E-mail and phone number for department contact	Dept. Cost Center Number	UT Share Dept. Number
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### For Graduate School use only:

Amount Approved	Signature	Date
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Please see the Graduate School Travel Grant Application Instructions for a list of supporting documents that must be included with this cover sheet in order to complete your application.