

Office of Graduate Studies

Travel Grant Application Instructions

The Office of Graduate Studies (OGS) offers a competitive Travel Grant to UT Arlington graduate students to help defray the costs associated with presenting research at national and international conferences.

The grant awards up to:

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

Students may only receive one travel award per academic year. The grant awarded may be less than the maximum amount depending on the proposed budget, application quality, and available funds. All applications must be approved by the OGS.

Eligibility:

1. Applicants must be active UTA graduate students in good academic standing at the time they receive the award. Priority will be given to advanced doctoral students.
2. Applicants for oral or poster conference presentations must be presenting original research and be the sole presenter.
3. Applicants must also request supplemental funds from their college/department for the conference travel.
4. Support is only for travel to present at 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 OGS 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 (provided in the appendix of this document). **All air travel must be booked through Corporate Travel Planners.**
3. Presentation/Research Summary (300 words max).
 - The use of common language easily understood by those outside of the discipline is required.
 - The summary should include a description of the research project, the significance of the research/findings, and the contribution the research/findings make to the advancement of the field/degree progress.
4. 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. **The letter of support MUST come directly from the professor in order to be considered.**
5. Formal invitation.
 - Formal documentation from the conference or event at which you are presenting.
6. Proposed Budget. Categories of spending include all costs associated with travel including transportation, meals, lodging, and incidental costs. This should be included in your department travel request document. Additional funding sources and amounts should be listed as well.

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.

Applicants will be notified of their status within 10 business days. No awards will be approved for funding after the event has occurred.

Return and Follow-up Requirements:

1. Progress reports are due after the return date. There are two parts to the progress reports. The first part includes a picture of the student's presentation experience. In addition, the student must sign and include the UT Arlington photo release form with his/her progress report. The second part is the written report, which should include a statement addressing the importance of the travel award with regards to research projects and/or professional

- goals. Students should also include descriptions of the presentation.
2. The student must provide receipts serving as proof of expenses. If the receipts do not equal the amount that was awarded, the remainder will be returned to the university. Receipts should be turned in to the student travel representative in the student's academic department upon the student's return. Funds will not be disbursed until the travel representative sends the official receipts to the Office of Graduate Studies along with the Travel Reimbursement Form. Please see the Steps to Receive Funding flow chart for further questions. **This award does not grant per diems; receipts are required for reimbursement.**
 3. The receipts used for the travel grant may not be used for other grants, awards, or fellowships for travel reimbursement. In order to receive 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 OGS.

For questions, please contact the Office of Graduate Studies at graduate.studies@uta.edu.

Office of Graduate Studies Travel Grant

Award Processing Procedures

Student Responsibilities:

- Submit all application materials 10 business days **prior** to planned departure.
- Additional documentation and verification may be required for students applying for international/national research projects.
- **Meet with department's student travel representative to review UTA and departmental travel policy.** The Office of Graduate Studies 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 OGS Travel Grant Cover Sheet.
- Provide applicant with a department account number for receipt of the OGS Travel Grant funds.
- Assist applicant with booking travel and with other travel-related expenses, e.g. conference registration IF the student is awarded funding. The OGS Travel Grant Cover Sheet is one part of the application process and is **NOT a guarantee that the student will receive the funding.**
- Assist student with reimbursement process after travel is completed.
- Upon receipt of all required documentation following the student's return, The Office of Graduate Studies representative will email the person listed on the OGS Travel Grant Cover Sheet with details regarding the transfer of the awarded funds.



Office of Graduate Studies 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 Title:

Conference Paper/Poster Title:

Location and Dates of Travel:

Travel Grant amount requested: _____

Department verification:

The applicant named above has applied for travel funds. Your signature verifies that you support the applicant's application and that _____ the college and/or department agrees to coordinate and track the funds awarded for student travel. In addition, they agree to supply supplemental funding in the amount listed below.

Supplemental amount requested from college/department: _____

_____	_____	_____
Name of Department Chair, printed	Signature	Date

_____	_____	_____
Name of Dept Contact to process transaction, printed	Signature	Date

_____	_____	_____
Email and Phone Number for Dept. Contact	Dept. Cost Center Number	UT Share Dept. Number

For OGS use only:

_____	_____	_____
Amount Approved	Signature	Date

Please see the Office of Graduate Studies Travel Grant Application for supporting documents that must be included with this cover sheet in order to complete your application.