GRADUATE STUDENT TRAVEL GRANTS

Presentation at professional meetings is a very valuable experience for graduate students. The UTEP Graduate School has funds available to assist students with the cost of travel to such meetings (and for other similar activities involving professional development).

The travel grant application process is a competitive one, and the Graduate School will make awards of up to $850 to proposals demonstrating the highest quality.

There are four rounds of travel grant competitions throughout the academic year, for travel during the current academic year, including summer.

These are the travel grant application submission deadlines for each round:

- September 30th
- November 15th
- February 1st
- April 15th

You must submit a complete application by the given deadline if you want it to be reviewed and considered. A complete application includes 1) your online application submission (scroll down for link) and 2) your faculty supervisor’s online statement of support. Instructions for application are below.

Eligibility:

- Applicants must be enrolled in a graduate degree program and show progress toward the degree.
- Funding may support travel for presentation of student research at an academic conference, course, or competition.
- Applicant must have an acceptance notification at the time of application and provide evidence of acceptance.
- Applicants can only secure funding once per academic year.
- Students may apply after the conference has taken place, if it was not possible for the applicant to meet an earlier deadline. However, students must have arranged travel through their department and saved all expense documents.
- Generally only one applicant will be funded to present a given paper or presentation.
- Grant recipients must comply with academic department and UTEP travel protocols.

Selection:

Those proposals demonstrating the highest quality will be funded. Among applications of similar quality preference will be given if:

- The applicant is presenting his/her own research as principal author at a national or international meeting.
- The applicant has secured support from another source (where possible).
- The applicant has not been funded previously by the Graduate School.
- The applicant is a full-time student.
How to Apply:

1. Applications should be submitted through our online system, available [here](#).
2. Once you submit your application, your faculty supervisor will be prompted (via email) to submit a brief statement of support through the online application system, which is required to apply for travel support funding at The Graduate School.
3. Again--A complete application includes: 1) your online application submission and 2) your faculty supervisor’s online statement of support. Both must be received by the given deadline for the round you are applying.

Guidelines for Statements of Support by Faculty Supervisors/Mentors:

Once you submit your application, your faculty supervisor will be prompted (via email) to submit a brief statement of support through the online application system, which is required to apply for travel support funding at The Graduate School.

The online statement should comment on the following:

- Verification that the applicant has received official notification of acceptance to an academic conference or meeting.
- Suitability of the conference/meeting as it relates to the professional development of the applicant
- Any outstanding qualities about the applicant that you think should be considered

Notification of Application Status:

Be assured that you will be notified whether you received the travel grant or not. We cannot offer a date by which you will hear from us, but you will hear from us--please exercise patience as we work to evaluate all applications with care.

Instructions If Awarded a Travel Grant:

Distribution and/or reimbursement of travel grant funds must be arranged with your department's administrative assistant. The Graduate School will work with your department's administrative assistant to secure your travel funds and/or reimbursements. Please review instructions below:

1. Complete required University travel authorization (contact your department's administrative assistant for assistance), ensure your department approves your travel before making arrangements.
2. Work with your department's administrative assistant to make travel arrangements or to get reimbursed. She/he should contact The Graduate School with regards to your travel grant. Point of contact is Ms. Brianda Gonzalez: bcgonzalez@utep.edu; (915) 747-8625.
3. All students intending to conduct university-related travel must notify their departments and acquire official authorization from their department chairs before traveling. If you don't go through your department, you may not be reimbursed for travel expenses. (Please review UTEP's travel policies on this website for more information.)
*Please note: Excess funds cannot be used for other trips or purposes.

**Information for Graduate Students Traveling for Academic and Professional Purposes:**

There are very specific travel policies that UTEP employees and students must follow to be in compliance with state-wide regulations. Before you travel, it is extremely important that you contact your department administrative assistant to learn about the proper process for arranging your travel.

1. For all university-related activity, you should contact your department's administrative assistant to inform him/her about your upcoming travel.
2. You cannot be reimbursed for airfare that you purchased yourself online or even directly from the airline. Typically, it is your department that purchases the airfare for you, so it is required that you check with them first. All airfare must be purchased through a UT System Contracted Travel Agency; otherwise, you will not be reimbursed. Click [here](#) for information.
3. Only the person whose name is on the hotel bill can be reimbursed even if several of you are sharing a room for cost-savings purposes. If you and another student(s) plan on sharing rooms, you should take turns on whose name will appear on the hotel bill.
4. You can only be reimbursed for staying at real hotels (like the Hilton, Marriot, Sheraton, Holiday Inn, you get the idea). You cannot be reimbursed for any other kinds of lodging accommodations.
5. A helpful reference is The UTEP Travel Office. They provide more information [here](#).

*Note: No travel expenses of any kind can be reimbursed unless proper procedures are followed.

**Questions regarding the dispersal or management of Student Travel Grant funds may be directed to:**

Graduate School Administrative Assistant  
Ms. Brianda Gonzalez  
[bgonzalez@utep.edu](mailto:bgonzalez@utep.edu)  
(915) 747-8625

Director of Administration, Graduate School  
Mr. Fabian Villanueva  
[fvillanueva2@utep.edu](mailto:fvillanueva2@utep.edu)  
(915) 747-8989

**Questions about the Student Travel Grant application process may be directed to:**

Assistant Director of Professional Development and Student Support  
J. Aaron Waggoner  
[jawaggoner@utep.edu](mailto:jawaggoner@utep.edu)  
(915) 747-5777