



Travel Grant

The UTEP Graduate School Travel Grant assists students with the cost of travel to academic conferences and meetings and specialized professional development opportunities. **Because travel is currently [limited](#), the Graduate School is allowing alternatives to travel for the 2020-21 academic year (e.g., registration fees for virtual conferences).** The Travel Grant is a competitive application; the Graduate School funds the highest quality proposals up to \$850. There are four deadlines each year:

- October 15
- November 30
- February 1
- April 15

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. Travel to specialized trainings or other professional development activities may be considered.
- Applicants must have an acceptance notification at the time of application. Faculty mentors must confirm this acceptance in their statement of support.
- 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.
- Applicants must comply with academic department and UTEP travel protocols.
- **Because travel is currently [limited](#), the Graduate School is allowing alternatives to travel for the 2020-21 academic year (e.g., registration fees for virtual conferences).**
- Students are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at the University. For the official policies on academic integrity and scholastic dishonesty, please refer to [Handbook of Operating Procedures](#).

How to Apply:

The student must submit a complete application by the given deadline in order for the request to be reviewed and considered. A complete application includes 1) the student's application and 2) their faculty mentor's statement of support. Both elements must be received by the given deadline for the round in which the student is applying. Applicants should submit their complete application via **travel-grant.questionpro.com** by 11:59pm on the application deadline. Once the student has submitted their application, faculty mentors will receive an email with instructions on submitting their part of the application.

Student application components:

- In clear, non-technical language, describe what you **plan** to do on this trip. (2000-character limit)
- In concrete detail, explain how this activity contributes to your **professional development**. (1000- character limit)
- Explain how this activity contributes to the completion of your **degree**. How does it relate to your capstone, thesis, or dissertation? (1000-character limit)
- Provide a simple **budget**, including a total dollar amount you are requesting from the Graduate School. Note any other sources or potential sources of support. Note any ways you plan to reduce or share costs or otherwise maximize the impact of this investment. (1000-character limit)
- **As of fall 2020, submission of the most recent Annual Activities Report (AAR) and/or Individualized Development Plan (IDP) will be required for this opportunity.** Please download the Graduate School's IDP template at: utep.edu/graduate/forms.html. The form must be uploaded as a PDF to the final page of the application: travelgrant2020.questionpro.com.

Faculty mentor statement of support:

- Has the student received official acceptance to present at this conference and/or participate in this professional development activity? (Y/N)
- Briefly explain how supporting this specific conference/activity for this student is an effective use of institutional resources. (1000-character limit)
- **The mentor's timely submission of their letter of support is required for an application to be considered.**

Selection:

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

- The applicant is presenting her/his 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.
- (If attending an academic conference) The applicant has delivered 1 or more conference papers prior to the proposed trip.
- The applicant has participated in the Graduate School's professional development programming.

Notification of Application Status:

The Graduate School will notify applicants whether or not they have received the Travel Grant. Thank you for your patience during the review process.

Instructions if Awarded a Travel Grant:

Distribution and/or reimbursement of travel grant funds must be arranged with your department's administrative assistant or your college's business center.

www.utep.edu/travel. In general, you should:

1. Complete a Travel Authorization form with the assistance of your department's administrative assistant or your college's business center;
2. Make your travel arrangements (especially flights) with the assistance of your administrative assistant or business center;
3. Keep your receipts.
4. Work with your administrative assistant or business center to process reimbursements.

Information for Graduate Students Traveling:

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's administrative assistant to learn about the proper process for arranging your travel. The Dean of Students Office also has a [Student Travel Process](#). **Because travel is currently limited, the Graduate School is allowing alternatives to travel for the 2020-21 academic year (e.g., registration fees for virtual conferences).**

- It is especially important that you complete the Travel Authorization with the assistance of your department's administrative assistant or your college's business center before the trip, even if you are paying out of pocket and applying for the Travel Grant for reimbursement.
- Per diem, conference registration, ground transportation, and [recognizable chain] hotel costs are generally reimbursable with a Travel Authorization and

receipts. Airfare expenses, however, generally cannot be reimbursed. You may use Travel Grant funds to purchase flights through the approved vendor.

- 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.
- The Travel Grant funds may only be used for the specific event described in the approved application. Please provide a copy of approved application to the person processing your travel reimbursement and provide the GradTravel email notification to them. Any unused funds must be returned to the Graduate School.

Direct questions regarding the disbursement or management of funds to:

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Direct other questions about the grant program to:

gradtravel@utep.edu