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. The Travel Grant is a competitive application; the Graduate School funds the highest quality proposals up to $850. There are four deadlines each year:

- September 30
- November 15
- 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.
- 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.
- 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 online application submission (www.utep.edu/graduate/funding) and 2) their faculty mentor’s online statement of support and electronic approval. Both elements must be received by the given deadline for the round in which the student is applying. These are the student questions on the form:

- 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)

Once the student has submitted their online application, the faculty mentor will be prompted (via email) to complete their online statement of support. The faculty mentor may access the form using the email link or on their “MyUTEP” dashboard under “Pending Tasks.” These are the faculty mentor questions on the form:

- 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)

Faculty Mentors:
The mentor’s timely completion of their part of the form is required for an application to be considered. Faculty comments inform the Graduate School’s assessment process.

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.

Important Note on Future Requirements:
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. Guidance forthcoming at www.utep.edu/IDP.

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. The Graduate School will work with your department’s administrative assistant to secure your travel funds and/or reimbursements. If you or a staff member have questions, please contact Ms. Laura Fernandez: lfernandez4@utep.edu; (915) 747-8625. Institutional policies and additional resources are available at 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;
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.

- It is especially important that you complete the Travel Authorization form 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. Any unused funds must be returned to the Graduate School.

Direct questions regarding the dispersal or management funds to:

**Ms. Laura Fernandez**  
Graduate School Administrative Assistant  
lfernandez4@utep.edu  
(915) 747-8625

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

Direct other questions about the grant program to:

**Dr. Aaron Waggoner**  
Assistant Director for Professional Development & Support  
jwaggoner@utep.edu  
(915) 747-5777