APPLYING FOR GRADUATE SCHOOL TRAVEL GRANTS

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Funding Opportunities

Please visit our website to learn about funding opportunities at The Graduate School and beyond: http://graduate.utep.edu/scholarships_current.html
Travel Grant Funding

The policies and procedures for graduate student travel grant funding have recently been modified. Let’s go over them together. You can also find these on our website: http://graduate.utep.edu/scholarships_student_travel_grants.html
The Application

The application will now be online. It will look something like this: https://utep.qualtrics.com/jfe/form/SV_1ZaJfzvFlhWRLZH

The idea was to offer a simpler application to facilitate a more efficient application process.
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.
But what is “highest quality”?

• Your work seems important– even to those of us who might not share your specialization
  (appeal to the educated non-expert)

• You have explained the significance of the conference or meeting

• You explain how this opportunity will enhance your graduate education and possibly your career

• You will take advantage of the opportunity by developing your academic and professional skills
But what is “highest quality”?  

- And… you have expressed all of this with correctness and elegance.  
- Quality of writing does matter!  
- Submit your application on time
But what is “highest quality”? 

The email of support from your faculty supervisor/mentor should:  
• Be favorable  
• Indicate an engaged relationship where faculty has mentored student and grad student has met or exceeded expectations  
• Verify that you actually have been accepted to present at a conference or meeting  
• Be generally well-written
The 4 Deadlines

• September 30th for travel at any time through the academic year including summer.
• November 15th for travel at any time through the academic year including summer.
• February 1st for travel during the remainder of the academic year including summer.
• April 1st for travel during the remainder of the academic year including summer.
I received a Travel Grant – now what?

1. Submit a request for travel authorization to your department’s administrative assistant (http://admin.utep.edu/Default.aspx?tabid=74204)

2. Contact your department’s administrative assistant and let them know about the Travel Grant

3. The department’s administrative assistant will work with The Graduate School to get your reimbursement (up to $850)
We at The Graduate School hope to see your application soon!

Any questions?
Important Contact Information

• gradtravel@utep.edu (for letter of support from your faculty adviser)

• For questions, please contact:

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