

**Graduate Student Travel Grant Application, TCU**  
**Academic Year 2017-2018**  
**(June 1, 2017-May 31, 2018)**

Completed form should be submitted to Dr. Bonnie Melhart, Associate Provost, Office of Graduate Studies, 3101 Sadler Hall.

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**The Graduate Student Travel Grant Program has been established to support travel of graduate students related to research.** Funds may be used by graduate students to **present the results of their TCU research** and/or to **conduct research related to their field of study**. Students from all academic departments are welcome and encouraged to submit grant applications.

Maximum award is **\$400** for domestic travel and **\$800** for an international destination. **Limited funds are available**; grant award will be determined, up to the fund limits, by the Associate Provost's office. Priority will be given to students who have not received a previous travel award, and students may not receive more than one award during an academic year (June 1-May 31).

Note: In previous years, there were separate funds for travel grants: Graduate Student Senate and Graduate Studies. GSS and Graduate Studies have combined their Travel Grant funds. While co-funded by GSS, the office of Graduate Studies administers the Graduate Student Travel Grants.

**Expectations:**

Applications must be submitted **30 days prior to travel** to be considered. Proof of attendance for travel grants must be submitted to the Office of Graduate Studies (3101 Sadler Hall). Incomplete applications will be returned to applicant for necessary revisions. **Travel must be completed for funds to be disbursed**. Class trips and travel for class projects are not eligible for Graduate Travel Grants.

Note: We ask that you provide photographs of you presenting, doing research, networking, etc. while on your sponsored trip. These pictures will appear on the Graduate Studies website and Facebook page, and/or GSS website. If you do not have a digital camera, one will be provided for you for a limited period of time. Email [tcugradstudies@tcu.edu](mailto:tcugradstudies@tcu.edu) a completed [photo release form](#) and your pictures at the time you submit your reimbursement form.

**Evaluation:**

The Office of Graduate Studies will review all applications. **Limited funds are available, so be sure to apply as soon as you have confirmation of travel**. Applicant will be notified via email. TCU graduate students are eligible for **ONE Travel Grant per academic year** (June 1-May 31).

**Reimbursement:**

The Travel Grants are dispersed as reimbursements. Turn in your completed reimbursement form with **original receipts and photographs** to the Office of Graduate Studies (3101 Sadler Hall) **within 30 days of travel**. Detailed instructions will be provided in the email notification.

Note: Graduate students who are TCU employees or hold a TCU assistantship that pays a stipend may request an advance for travel related to their TCU program of study and for which they have University funding. Requests for advances must be approved by the academic program dean or the TCU Dean of Graduate Studies. Once the travel has been completed, a request for reimbursement must be filed within 30 days of return. If the reimbursement is not filed within this period, the outstanding advance amount may be deducted from the student's paycheck or stipend check to cover the advance. Graduate students who are not employees or assistants with a stipend are not eligible for advances. They can ask an advisor in the department of their discipline to get an advance in their name and then indicate on the reimbursement form that the funding source is to pay back the advance.

**PRINT THIS PAGE FOR YOUR RECORDS.**  
**TCU GRADUATE STUDENT TRAVEL GRANT APPLICATION**

Save an electronic copy of this Adobe Form for your own records.

<b>Name:</b>	<b>TCU Email:</b>
<b>Departmental Address:</b>	
<b>Degree in Progress:</b>	
<b>Anticipated Degree Completion Date:</b>	
<b>Travel Destination:</b>	
<b>Dates of Travel:</b>	
<b>Reasons for Travel (Check one):</b> <input type="checkbox"/> <b>Presentation of Research Results or Creative Performance of <u>New/Original</u> Work</b> Name of Conference/Meeting: <ul style="list-style-type: none"><li>• Print and attach hard copy of confirmation of acceptance and abstract.</li></ul> <input type="checkbox"/> <b>Travel to Conduct <u>Original</u> Research Related To Field of Study</b> Name of Institution or Site You're Visiting: <ul style="list-style-type: none"><li>▪ Print and attach hard copy of itinerary/plan.</li><li>▪ Must include invitation letter or confirmation of access to resources at the site.</li><li>▪ In no more than 1 page, explain how this research applies to your field of study and why this travel is necessary to your research/project.</li></ul>	
<b>Estimated Budget:</b>	
Do you have other sources of funding for this travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list the sources and amount:
Have you previously received a TCU Graduate Student Travel Grant? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**ENDORSEMENTS (Original Signatures Required)**

**Applicant's Name** PRINT: \_\_\_\_\_

SIGN: \_\_\_\_\_

**Department (Advisor/Chair)** PRINT: \_\_\_\_\_

SIGN: \_\_\_\_\_

**Dean's Office** PRINT: \_\_\_\_\_

SIGN: \_\_\_\_\_

<b>Office Use:</b>  GPA: Previous GSTG funding: Holds status:
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