



COLLEGE OF  
**EDUCATION**

Office of Graduate Studies  
TCU Box 297900  
Fort Worth, TX 76129  
817. 257.7661

December 2017

The Graduate Student Travel Fund helps supports travel to professional meetings for research and/or scholarly presentation. The maximum award is \$200. Limited funds are available; grant awards will be determined, up to the fund limits, by the associate dean's office. Priority will be given to students who have not received a previous travel award. Application forms may be submitted at any time.

**Procedures for Submitting Graduate Travel Requests:**

1. Graduate students seeking to present research results, or travel funds to support research data collection, must first submit a travel request to the university Graduate Studies office. The application for graduate travel is located at this website. Please follow the directions on this form in order to be considered for an award:  
<https://graduate.tcu.edu/financial-support/travel-grants/>
2. In order for Dr. Lacina to sign and approve your request, you must submit a Certificate of Completion for the NIH Protecting Human Research Participants course as well as an IRB approval form.
3. If a graduate student is seeking to present a case study, counseling strategy, or professional type of presentation at a state or national conference, please submit your travel request to the College of Education Graduate Office, and not the university Graduate Studies office.
4. If a graduate student is not completely funded through the university Graduate Studies office, then the student may apply for a COE grant. The student needs to submit the letter from the Office of Graduate Studies that documents what money they received, or a letter from Graduate Studies documenting why they did not receive funding. The COE request form is attached to this email.

