



TEXAS A&M UNIVERSITY-SAN ANTONIO

The College of Graduate Studies

GRADUATE STUDENT RESEARCH TRAVEL GRANT

The College of Graduate Studies offers research travel grants to support student participation in conferences in Texas, the United States, and internationally. We aim to support the dissemination of your research at professional conferences worldwide. The College of Graduate Studies will partially fund one graduate student conference travel request per academic year. Grant awards are determined based on department and college contributions, as well as available funding. Texas A&M University-San Antonio adheres to recommendations from the U.S. Department of State regarding international travel.

Award Details

- The College of Graduate Studies will partially grant one graduate student conference presentation request per academic year, subject to availability of funding.
- The College of Graduate Studies will provide up to \$500 for conference participation.
- Your department and academic college may also contribute grants for your travel.

Eligibility

To be eligible for travel grants, you must:

- Be enrolled in a graduate degree program at Texas A&M University -San Antonio.
- Have an accepted conference paper, poster, professional presentation, or performance/exhibit that is the work from the A&M-SA.
- Be in good academic standing (GPA=3.0 or higher) during the semester the conference is held
- Meet all A&M-SA travel regulations.

Application Requirements

- conference acceptance document, including your name, the conference name, and verbiage confirming the acceptance of your work, e.g., “your presentation/paper/performance/exhibit has been accepted”).
- For regional conferences, if you do not receive conference acceptance, you must attach a letter, from your faculty advisor confirming your acceptance of the conference presentation, along with your Travel Grant Request form.
- Graduate Student Research Travel Grant Request form
- Begin the process to submit these items as soon as you have been selected to present.

Selection Process

Awards are processed in the order received and will be made after considering department and college contributions.

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HOW TO REQUEST GRADUATE STUDENT RESEARCH TRAVEL GRANTS

1. Get accepted

To request travel grants, you must first be accepted to participate in a conference. We do not provide grants for classes, workshops, or conferences as an attendee only. You also must meet the following eligibility requirements:

- You must be currently enrolled in a graduate degree program at A&M-SA.
- You must have an accepted paper, poster, professional presentation, performance, or exhibit in a conference. For regional conferences, if you do not receive conference acceptance, you must attach a letter from your faculty advisor confirming your acceptance of the conference presentation, along with your Travel Grant Request form.
- You must be in good academic standing (GPA=3.0 or higher) during the semester in which the conference is held.
- We encourage you to begin the process of requesting grants soon after you have been notified of your acceptance. However, we are unable to issue grants if you have not yet received this communication.

2. Review your conference acceptance document

You will need this document to fill out the Graduate Student Research Travel Grant Request form. Ensure that it includes verbiage confirming the acceptance of your work. For example: "Dear (your name), your abstract/paper (title) has been accepted to the (name of conference)." For regional conferences, if you do not receive conference acceptance, you must attach a letter from your faculty advisor confirming your acceptance of the conference presentation, along with your Travel Grant Request form.

Request forms submitted without the conference acceptance document will not be processed.

Acceptance documents must include:

- The organizer's complete information, who must be a conference or a Texas A&M University-San Antonio faculty member.
- Your name in the salutation or in a list of co-authors of the accepted work.
- The full title of your accepted work, which must match the title indicated on the Travel Grant Request Form.
- The full name of the conference.
- For regional conferences, if you do not receive conference acceptance, you must attach a letter from your faculty advisor confirming your acceptance of the conference presentation.

Acceptance documents can be:

- The entire chain of forwarded email messages or copies of email messages sent to you from the conference organizer (sender information must be included).
- Copies of hard copy letters sent to you from the conference organizer.

- Copies of email messages from Texas A&M University-San Antonio faculty members, verifying your acceptance and confirming your co-authorship on the accepted work, only if the conference did not send you a notification directly that includes your name.
- Conference programs (cover page and page listing your name and title of your work only).

3. Fill out the Graduate Student Research Travel Grant Request form.

Make sure you have your conference acceptance document on hand when completing this form. Incorrectly filled forms will be returned, delaying the processing of your request.

Conference Information (include the following):

- your name
- your A&M-SA student ID
- you're A&M-SA academic department
- your travel dates
- the name of the conference at which you have been accepted to present
- location of the conference
- conference dates
- the type of presentation (paper, poster, professional, performance, exhibit)
- the title of your presentation (confirm that this title matches the title on your acceptance document)
- any travel funds received from sources outside A&M-SA

Estimated Travel Expenses

- Complete the Estimated Travel Expenses chart as applicable. Enter "\$0" if a certain item does not apply to your trip.
- conference fees
- estimated total

Signature

- Check all three boxes, enter your email address, and sign. Incomplete forms will be returned to you.

4. Submit both the conference acceptance document and the Graduate Student Research Travel Grant Request Form to your department.

- Submit the travel grant request form with the conference acceptance documents to your department (department Chair) **no later than 3 weeks prior to the conference date** to ensure timely processing. Grants are not distributed retroactively, so submit your paperwork as soon as you are notified of your acceptance.
- Your department or program must obtain approval signatures on the travel request form provided. Once obtained, the form will be routed to the College of Graduate Studies via your academic college. Requests are processed in the order received and will be made after considering department and college contributions.

- You will be notified via email when your Graduate Student Travel Grant Request form and required documentation have been processed.

Have questions?

Contact your department or program's front office for assistance with calculating your mileage and meals or to track your forms.