

TAGSS

Travel Award of the Graduate Student Senate

The Graduate Student Senate and the Office of Graduate Studies have established a Travel Award for conducting or presenting research, funded with the generous annual commitments from the Office of Graduate Studies, Offices of the President, Provost and Vice President for Research. This award provides funds for active GSS members to help meet the travel cost associated with conducting research or presenting research at professional meetings.

Criteria: In order to qualify for funding consideration, applicants must be 1) GSS members who have attended a minimum of three GSS sponsored events in the semester in which they are applying; 2) in good academic standing -students on academic probation are not eligible; 3) the person presenting the paper or poster if travel funds are requested for such activities.

Completed applications and all supporting documentation for 2008 travel will be accepted in the Graduate Student Senate office, Suite B120C, Lower Level University Center, in a sealed envelope on the first of each month. Applicants will be notified of their status within 15 days.

Applications must include:

- Complete Application Form—available at the GSS office or online at <http://www.uta.edu/studentgovernance/gss/>
- Statement from applicant briefly describing project (300 words maximum), the significance of the research project, research presentation or poster to the applicant's field of research. This statement should be in terms that can be understood by a non-specialist.
- Submit 2 Letters of Recommendation:
 - a. Provide a letter of support from the person you believe is most familiar with your research project such as your supervisor of research or thesis/dissertation committee chair.
 - b. Provide a second letter of support from any other UT Arlington professor with whom you have completed a graduate class.

Travel Awards: The GSS will grant awards of \$1,250 for international and \$750 for national research projects and \$750 for international and \$500 for domestic opportunities related to presenting a paper or poster in which the applicant will be the person making the presentation. Students can receive this award only once during the academic year. Because the Graduate Student Senate can not process the distribution of these funds, an applicant's graduate program or department must agree to coordinate this travel award.

Activities eligible for funding include:

Travel for research

Travel to conferences at which the applicant is the primary presenter e.g., first author on either paper or poster

Examples of activities/items that will *not* be funded include:

Membership fees for professional organizations or participation in workshops

Social events, parties, or alcohol

After travel, awardees must submit a brief progress report that includes a description of research conducted or presented and specific statement addressing the importance of the award to the completion of project.

For questions, contact Graduate Student Senate President at GSS@uta.edu

TAGSS
Travel Award Graduate Student Senate
Application

Due Date: MyMav Number _____
Program (circle one): Masters Doctorate
Name _____ Date _____
Address _____ E-mail _____
_____ Telephone _____
Program _____ Year Began _____
Graduate Hrs. Completed _____ UT Arlington GPA _____
Name of Event _____
Location of Event _____
Travel Destination _____
Dates of Travel: _____ Estimated Expenses: _____

Attached:

____ Statement from Applicant

____ Letter of Support from chair of students committee or supervisor, describing importance of travel to project

____ Letter of Support from UT Arlington Graduate Professor

____ Title page and page indicating student's session of program or letter of acceptance for presentation or poster, invitation to research

____ Proposed budget for the trip

If awarded, a Progress Report must be filed with the GSS Secretary no later than 5 work days after travel is complete, who will send confirmation of receipt. This must include a brief (no more than 300 words) description of research or presentation and the importance of the award. Submit hard copy only.

Failure on the Applicants part to meet any of the award criteria or progress report deadlines renders them ineligible for future TAGSS awards.

Consent of the applicant's department /program to coordinate and track awarded funds.

(Department/Program)

(Signature of Program/Department contact)

(Print Name)

(Date)

Signature of Advisor

Signature of Applicant