



## **Graduate Student Travel Award 2015 – 2016**

### **Minimum Requirements for Eligibility:**

- The travel award is only open to graduate students.
- The maximum for each award is \$500. Students can use the proceeds to attend multiple conferences / workshops.
- Students can qualify for multiple awards, but priority will be given to students that have not previously been awarded.
- Must normally be a full-time graduate student, enrolled in a minimum of 9 credit hours. Students in their final semester and registered for 6 or more credit hours or enrolled in only thesis/dissertation course(s) will be eligible. If a student drops courses after receiving the scholarship and is thus no longer fulltime, he/she will be ineligible for future scholarships in this category.
- Applicants must be in good academic standing.
- The applicant must be participating at the conference / workshop as a presenter or panelist. Awards will not be given for students attending conferences / workshops as observers.
- Travel must be to a conference / workshop related to the applicant's program of study.
- If awarded, the applicant must provide travel-related information in a timely basis to the administrative staff and complete any required travel forms with the Dean of Student's office.
- The scholarship award must be used for a conference / workshop within the academic year in which it is granted. Students can apply for an award after attending a conference in the current academic year but must submit receipts to substantiate their application. A student that has made arrangements to travel in the future but has already prepaid can also apply for funding.
- The selection committee's decision is final (made up of graduate college staff and two program coordinators).

**Application Deadline:**

For fall awards – October 30, 2015

For spring awards – February 1, 2016

For summer awards – May 27, 2016

**Required Application Materials:**

1. Completed application form
2. Attach a copy of conference / meeting acceptance letter
3. A brief outline (500 – 1,000 words) of the paper or poster to be presented
4. A letter of support from advisor / faculty indicating how the trip will contribute to your program of study.

Return your application to (electronic submissions are encouraged):

UTRGV Graduate College  
1201 W. University Drive, MASS 1.158  
Edinburg, Texas 78539  
956-665-3661  
[gradcollege@utrgv.edu](mailto:gradcollege@utrgv.edu)

UTRGV Graduate College  
One West University Blvd.  
Brownsville, Texas 78520  
Sabal Hall Classroom Building (2) 1.202  
956-882-6552  
[gradcollege@utrgv.edu](mailto:gradcollege@utrgv.edu)

**For more information :**

Mari Stevens, Administrative Coordinator  
UTRGV Graduate College  
[mari.stevens@utrgv.edu](mailto:mari.stevens@utrgv.edu)



## GRADUATE STUDENT TRAVEL AWARD APPLICATION

### CONTACT INFORMATION

Student Name \_\_\_\_\_  
*First Name* \_\_\_\_\_ *Last Name* \_\_\_\_\_

UTRGV Student ID \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### EDUCATION

Graduate Program \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_ Current Graduate Cumulative GPA \_\_\_\_\_

### TRAVEL REQUEST

Destination \_\_\_\_\_  
Conference or  
Meeting Name \_\_\_\_\_

Conference / Meeting Date(s) \_\_\_\_\_

In two or three sentences, describe how this trip will advance your program of study:

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### STUDENT CERTIFICATION & SIGNATURE

I understand that the information submitted in my application packet will be used by the scholarship committee to make a decision on the scholarship award and I authorize UTRGV to verify the information that I have provided. I certify that the information submitted for consideration of the scholarship award is complete and correct and understand that the submission of false information is grounds for rejection of my application or withdrawal of any offer of acceptance. I understand that if selected, it will be my responsibility to provide travel information to the administrative staff in a timely basis and to complete any required forms with the Dean of Student's Office.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*