



## *TCU Graduate Student Senate Travel/Research Grants*

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Each semester, the GSS awards travel grants to currently enrolled graduate students for professional development. These competitive grants are intended to support ongoing research projects and creative activity and to assist students in attending regional, national, and international conferences and/or competitions.

Applications are considered for travel/research that has occurred within six months prior to the application deadline. For a fall semester application, this means travel that occurred between May 1 and October 31, 2009. Please note that for all applications, the graduate student must submit all original receipts before funds will be dispersed.

GSS Travel/Research grants may be applied to cover the following expenses:

- Air/Train/Rental Car travel, including cost of fuel
- Hotel costs for dates of event
- Conference/Competition registration fees/attendance fees
- Off-campus research expenses

GSS grant funds may not be applied toward the following expenses:

- Expenses incurred for accompanying guests (spouse, partner, children, etc.)
- Food/Dining expenses (including conference banquets)

A student may only receive and/or be reimbursed for one grant during any given academic school year. This policy extends to teams competing together in the same competition. For example, if you or your team are awarded a travel grant in the spring semester but reimbursed for travel in the fall semester, you will not be eligible for GSS funds until the following fall. Teams are eligible for one grant, not individual grants.

GSS Travel/Research grants are distributed in \$500 and \$250 amounts at the discretion of the GSS award committee, which will distribute funds based on location of conference, year in program, and previous funding amounts. GSS may approve all or only part of your estimated costs.

You will be notified of your application status one month after the application deadline. Generally, grants are awarded in December for fall applicants and May for spring applicants. GSS members and/or officers who serve on the application review committee are not eligible to receive awards and will recuse themselves from reviewing applications from within their department.

Students who receive travel funding may be asked by GSS to present their research/creative activity or presentation to other graduate students at a future Brown Bag Lunch. By accepting the funding, you agree to participate if asked.

*Please note:* applications found to contain misleading information about the student's participation in the proposed event will result in the disqualification of any future applications by the offending student.

To be eligible for a GSS Travel Grant, students must meet all of the following requirements:

- Student must be registered for graduate study during the time of proposed travel/research.
- Because grant awards cover the costs of presenting at professional conferences, seminars, competitions, workshops, and/or the costs of performing research at an off-campus location, the TCU applicant must be actively participating in the proposed event (e.g. presenting a paper at a conference rather than just attending).
- The proposed travel/research must be approved by the student's advisor before a grant may be awarded. The advisor's full signature is required on the second page; in addition, the advisor must initial each page of the submitted application for the application to be accepted.
- The student must provide a detailed estimate of expected costs. Funding approval will be based on the amounts estimated by the student, and the senate will not provide funds over the approved amount in the event that additional expenses are incurred.
- Travel must be completed within six months before the application deadline (between May and October for a fall semester application, and between November and April for a spring semester application)

Travel/Research Grant Submission Guidelines

- All application materials must be submitted together by 5:00 pm on the advertised deadline date for the given semester. These dates vary and can be found on the GSS website ([www.gss.tcu.edu](http://www.gss.tcu.edu)). Applications received after the deadline will not be considered.
- If applying for funds to be applied towards a conference presentation or a competition, you must provide written confirmation and/or acceptance of abstract submission (e.g. an acceptance e-mail from conference/competition organizer or copy of presentation schedule noting your name and presentation time).
- Application materials should be sent by mail to GSS (you can submit the application via interoffice mail). If you do not receive an e-mail from us confirming that we received your application, please contact Sarah McNeely ([sarah.mcneely@tcu.edu](mailto:sarah.mcneely@tcu.edu)) to make sure your application materials were received.

TCU Graduate Student Senate  
Attn. Sarah McNeely  
TCU Box 297270  
Fort Worth, TX 76129

Selection Criteria

All applications are reviewed for their fulfillment of three criteria.

- Extent to which proposed activity relates to applicant's research/studies.
- Extent to which an award will contribute to the proposed activity being performed.
- Preference will be given to applicants who are further along in their programs when two equally qualified applications are received.



*Graduate Student Senate  
Travel and Research Grant Award Application 2009-2010*

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In order to be considered for a GSS Travel and Research Grant award, you must

- (1) complete this application form;
- (2) include a 300-word abstract (and acceptance of proposal, if applicable) of the proposed research or travel, which may include title, location, and scope/purpose of conference; title, audience, and purpose of research project/competition; and
- (3) attach a detailed, estimated expense budget. These materials must be received at the address below by 5:00 p.m. on 20 November 2009 for the fall semester.

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TCU Box 297270  
Fort Worth, TX 76129

In addition to the above stated criteria, all applicants and applications must meet the following criteria:

- Applicant must be registered for graduate study during the time of proposed travel/research;
- Applicant must be actively participating in proposed event;
- Estimated expense budget must detail only the costs of presenting at professional conferences, seminars, workshops, and/or the costs of performing research at an off-campus location;
- Proposed travel/research must be approved by the student's graduate advisor before a grant may be awarded.

*Please include the following contact information on this application form only.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Has other funding has been accepted? If so, how much? \_\_\_\_\_

Was a monetary prize awarded to you or your team at this event? If so, how much? \_\_\_\_\_

Were you presenting and/or competing as a team? If so, please list team members: \_\_\_\_\_

Description of Program Status: (1<sup>st</sup> year, 3<sup>rd</sup> year and taking exams in Fall, 4<sup>th</sup> year ABD and defending in Spring, etc.):

Please attach the following required documents:

- (1) Expense Budget,
- (2) 300-word abstract explaining how your travel/research relates to your work at TCU and contributes to your field of study, and
- (3) any supplemental conference/presentation documents.

\_\_\_\_\_  
Name of Applicant (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Applicant Advisor (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number