

IMPORTANT INFORMATION:

- Only graduate students currently registered in the University of Texas are eligible to receive a travel award.
- A student can apply for a Presentation award if he/she is presenting original work at a conference. The attendance award (does not require any work to be presented) is only for first and second year graduate students.
- A student can apply for only one award to use on one conference trip.
- Travel awards are to be used only for conference transportation costs that are not being paid from other sources.
- Please note that the GSA travel awards may cover only transportation costs and not hotel and food.
- Students may submit this Travel Award Request for travel during the eligibility period starting **September 1, 2014 and ending August 31, 2015**.
- Copies of receipts for major transportation expenses (i.e. airfare, rental car, etc.) will be required before funds can be distributed to winners.
- Travel award payments for nonresidents are subject to a withholding tax that is dependent upon the recipient's visa status.
- Winners will be notified via email, including information on payment procedures.
- **Important documents** necessary when applying:
 1. The completed application form
 2. A copy of your abstract (required for Presentation Award)
 3. Abstract acceptance evidence (copy of email, letter) from conference program confirming your presentation (required for Presentation Award)
 4. Letter of Support from Advisor or Graduate Coordinator (if student does not have an advisor)
 5. 150-word statement of why you want to attend the conference and how it would benefit your graduate studies.
- **Important documents** necessary prior to processing your award:
 1. Copies of receipt(s) for any major travel expenses
 2. Copy of receipt for registration fee
- **Important Dates**
 1. Applications open March 6, 2015 at 10:00 pm and will close March 23, 2015 at 5:00 pm. Late applications will *not* be considered.

2. Selected winners awarded by funds from GSA will have three weeks from the date of email notification to contact the LSO financial advisor with receipts to start the award payment processing. The email address of the LSO financial advisor will be provided to the selected winners via email.
3. Winners awarded through support from Dean of Graduate School will need to contact representative from the Graduate School to start the award processing. The necessary contacts will be provided via email once the winners are announced.

FREQUENTY ASKED QUESTIONS

Who can apply?

All graduate and professional students at The University of Texas at Austin who are currently registered are eligible to apply for travel grants. First and second year graduate students may apply for travel funds as non-participating conference attendees and are not required to present original research in order to be selected for the GSA Travel Award.

How do I apply?

Eligible graduate and professional students are required to submit the application form found on Page 1 along with all accompanying documents through HornsLink.

When do I apply?

The application forms will be accepted by the GSA through the HornsLink website between 10 pm on March 6, 2015 and 5 pm on March 23, 2015. Late applications will *not* be considered.

Selection criteria:

The final selection will be based on a combination of scores derived from the following two criteria:

Merit Criteria:

1. The conference where the student is presenting original work or attending. (Preference will be given to prestigious internationally recognized conferences)
2. The 150-word statement of why the applicant seeks to attend the conference and how it would benefit the applicant's graduate studies.
3. Good academic standing within program.
4. Submitted abstract for presentation at the conference.

Financial Criteria:

1. Total unfunded expenses for the trip (after deduction of other awards and financial help)
2. Whether the student has been a previous travel award recipient.

What is the nature of the award?

The award is a scholarship.

How much shall be granted per award?

Attendance Award: \$150 each (first and second year graduate students only)

Presentation Award: \$300 each

How many awards will be given out?

A total of \$3750 (10 presentation awards and 5 attendance awards) will to be distributed this year from the GSA Travel Award account. With support from the Dean of Graduate School in the amount of \$3000, an additional 7 presentation awards and 6 attendance awards will be given out, leading to an total of 17 presentation awards and 11 attendance awards.

Who is on the selection committee?

- 1) Rep from Dean of Students Office
- 2) Rep from VP of Student Affairs Office
- 3) Student committee members (6)
- 4) DOS Accounting Staff

Who do I contact for any doubts regarding the awards?

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