Graduate School Travel Awards
Application Packet

The Graduate School has a limited amount of funds set aside for graduate students enrolled in degree programs to participate in professional development for the academic year.
Activities that could be funded include: presenting research at a conference, attending a conference, and/or gathering data for research. Graduate students must apply for these funds **at least 3 weeks prior to travel**. Please return your completed packet to:

The Graduate School Office   or   Electronically to Amy Campbell at Amy-
103 Race Hall, Dept 5305   Campbell@utc.edu
615 McCallie Avenue
Chattanooga, TN 37403

Process:

1. Turn completed application with signatures from you and either your Program Director or Department Head to the Graduate School office. Please provide all supporting documents including:
   - A completed application form
   - A current resume
   - Conference information (if presenting, please include proof of acceptance of your paper at the conference)
   - If the research involves human participants, include a copy of your approved IRB form*.
   - If the research involves animals, include a copy of your approved IACUC form*.

   *Failure to submit this form with application will result in the application being removed from consideration.

2. **After Travel:**
   - Turn in a completed T-3 Travel Expense Worksheet to the graduate school:
     https://cloudprod.utc.edu/sites/default/files/2020-03/t-3-travel.pdf
       i. **This form must be typed and have the proper signatures before approval.**
       ii. **All receipts must be turned in with the completed T-3 form.**

   An important note about receipts:
   - Hotel receipts must have recipients name on them.
   - Meal receipts must be itemized.
   - Mileage forms must be completed if traveling in-state, and be sure to save any receipts for items purchased for travel research

   Please contact the graduate school if you have any questions.

Travel Award Selection Criteria

The Travel Awards are intended to assist graduate students and help defray the cost of travel for educational and professional advancement. When a graduate student from the University of Tennessee at Chattanooga is invited to present their research at a professional conference, it is an outstanding opportunity for the student's advancement as well as reflecting positively on the prestige of the graduate programs at UTC. Data collection for the purposes of research can be quite costly. Attendance at professional conferences can provide opportunities for networking and career advancement.

The Travel Award should not be depended on to provide 100% of the funding required to attend an event. The applicant should understand they will not receive all the funding necessary to travel and should make financial plans accordingly. Funding is limited and will be disbursed as determined by the Graduate School.

It is with these situations in mind that the Graduate School has the following criteria for the Travel Award.

Consideration for awards will be made with the following priorities:

1. First priority goes to students presenting original research at a professional conference.
2. Second priority goes to students traveling to obtain data for original research purposes.
3. Third priority goes to students wishing to attend a conference.

The following guidelines apply:

1. The maximum award given will be $500 for presentations and data acquisition, while students that only attend a conference will receive, at most, $250. This does not mean that a student will automatically receive the maximum award.
2. Only graduate students currently enrolled in a graduate degree program at UTC can apply for a travel award.
3. In the case where a student is a coauthor with another student (from different institution) or a professor, only the UTC student author may seek travel reimbursement through these funds.
4. In the case of multiple student authors, overall awards will be reduced to reflect cost sharing.
5. **Please remember to include a statement on how you feel you benefited from the experience with the reimbursement forms.**
6. **Receipts must be turned in with the T-3 before reimbursement can be made.**
7. We cannot reimburse amounts that exceed the University's set per diem rates. The rates and the travel forms and policies may be found here:
   https://www.utc.edu/finance-and-administration/accounting-services/travel-forms

Application

Name: _____

Address: _____

Phone:_____(daytime)_____(nighttime)

Email: _____

UTC ID (MyMocsNet Login ID):_____

Graduate Program: _____

Do you Work on Campus?_____If Yes, what department? _____

Research/Conference Information

Are you: ☐ Presenting at a conference --- (☐ individually   ☐ with others)

           ☐ Attending a conference   --- (☐ individually   ☐ with others)

           ☐ Gathering data for research** --- (☐ individually   ☐ with others)
If gathering data, please skip to the supplemental data gathering form on last page.

Name and Dates of Conference/Data Session: _____

_____

_____

Amount you are requesting from the graduate school: _____

Please give a breakdown of amount you are requesting from the graduate school. Please list amounts only for the expenses you wish to be reimbursed for. Please make sure you have looked University guidelines for approved reimbursement costs. The rates can be accessed at the following link: http://web.utk.edu/~to/travel/default.htm .

Conference Registration_____

Hotel_____

Travel: Air_____

Travel: Car_____

Travel: Ground_____

Per Diem (food per day) _____

Other (i.e., printing costs)_____

Are you receiving any of the following forms of aid (in addition to the funding that the graduate school may award you) for the conference/data session?

1. Scholarship:____Yes____No

   If yes, how much? _____

   From whom: _____

2. Sponsorship:____Yes____No

   If yes, how much? _____

   From whom: _____

3. Other UTC Travel Award:____Yes ___No

   If yes, how much? _____

   From whom: _____

4. Other forms of aid: Please describe these forms in detail:

Please tell us why you are attending the conference (professional development, representing your department, participating in a panel discussion, etc.).

Program Director or Department Head Signature:

_____Date: _____

Student Signature:

_____Date: _____

Application for Data Collection Travel Award

Note: If you are using human subjects, please include a copy of your approved IRB application. If you have submitted the application, but it has not yet been approved, please include a copy of the application and the date that you submitted it.

Name: _____

Address: _____

Phone : _____(daytime)_____(nighttime)

Email: _____

UTC ID (OneNet Login):_____

Graduate Program: _____

Do you work on campus?_____Who is your supervisor? _____

Data Collection Information

Where will you be gathering data?

_____

When will you be gathering data: _____

Amount you are requesting from the graduate school: ____

http://web.utk.edu/~to/travel/default.htm .

Conference Registration_____

Hotel _____

Travel: Air_____

Travel: Car_____

Travel: Ground_____

Per Diem_____

Other (please specify): _____

Please give a brief description of your project and tell us the importance of gathering the data at this location. Please include any information that you think might be important for the graduate school to know about your project and your data collection efforts.

Program Director or Department Head Signature:

_____Date: _____

Student Signature:

_____Date: _____