

Prospective Graduate Student Travel Grant From the Office of Graduate Studies

Departments and interdisciplinary programs are invited to request a grant from the Office of Graduate Studies to assist with outstanding prospective graduate student campus visits. The purpose of this grant is to help departments recruit prospective students who are interested in graduate studies at Texas A&M by funding a portion of the students' travel expenses. Maximum grant is \$500 per student.

First-round

Travel should occur between *November 1 and February 1*. The deadline to apply for this round is **October 15th**.

Second-round

Travel should occur between *February 1 and May 1*. The deadline to apply for this round is **January 15th**.

Third-Round

For travel between *May 1 and November 1*. The deadline to apply for this round is **April 15th**.

The following guidelines apply to this program.

- To request a grant, departments must complete the attached form. Submit the completed form to:
Mail: Dr. Shannon Walton
Office of Graduate Studies
MS#1113
E-mail: ogs-award-admin@tam.u.edu
- Each grant will be awarded for travel for a specific student. Units will not be awarded funds if they do not have specific students in mind already.
- A separate application must be completed for each student travel request. Each department is limited to three awards per fiscal year.
- OGS will provide up to \$500 per student towards air travel, mileage, meals, and accommodations. *All expenses must follow State of Texas travel guidelines. No alcohol, snacks, personal items/purchases will be reimbursed. Actual detailed receipts must be provided (no per diem).
- The hosting department/program or college is expected to match the OGS amount of funding toward the student's travel expenses.
- Each application must include an estimated budget total.
- The grants are provided on a reimbursement basis. A reimbursement voucher must be completed and all travel-related receipts must be turned in within 14 days of the student's visit to:
Allison Harms | allisonharms@tam.u.edu
Office of Graduate Studies
MS#1113
- Reimbursement will be processed to departments via DBR. Only departmental expenses incurred on a "5" account can be reimbursed.
- In selecting grant recipients, preference will be given to students who have already applied.
- In selecting grant recipients, preference will be given to students who are outstanding and highly qualified and/or will bring some aspect of diversity to the Texas A&M student body.
- **Grant request forms must be received at the Office of Graduate Studies by 3 p.m. on their due date** to be eligible for each round of awards. If the funds allocated for Prospective Student Grants are not depleted following the February awards, additional applications will be considered.

For questions on this grant program or the application process, contact Dr. Shannon Walton at 845-3631.

Prospective Graduate Student Travel Grant Request Form

Unit requesting grant: _____

Contact person: _____ Phone: _____ Email: _____

Student Name: _____

Has this student submitted an application? ___yes ___no Has this student been admitted? ___yes ___no

Where is the student traveling from? (city and state) _____

Approximate Date(s) of campus visit _____

Why do you want this student to visit campus?

Requested Grant from OGS (max \$500) _____ Department/college match (\$0 - \$500) _____

Total Budget Estimate:

Approval:

Department Head Name

Department Head Signature

Optional:

You may attach a copy of the prospective student's application, resume or other evidence of the outstanding qualities of this student.