

Undergraduate / Graduate Research Travel Grant

Application · Two review cycles each year · Award up to \$750 domestic or \$1,500 international

An initiative of the Division of Research and Innovation. The Undergraduate/Graduate Research Travel Grant supports TAMUSA student researchers who have a presentation or poster accepted at a national or international conference or meeting. Funds reimburse allowable travel costs so students can disseminate original research, scholarship, or creative inquiry completed under a faculty mentor.

COMPETITION SNAPSHOT

Maximum award: \$750 domestic · \$1,500 international · Reimbursement after travel

Cycle 1 due: 15 December (conferences 1 January – 30 June) · Notify by 15 January

Cycle 2 due: 15 June (conferences 1 July – 31 December) · Notify by 15 July

Required: enrolled TAMUSA undergraduate or graduate student; accepted presentation or poster;
faculty research mentor endorsement. Required product: presentation plus a 1-page post-travel report.

1. TRAVEL REQUEST

Title of accepted presentation / poster

Primary disciplinary area

Amount requested (\$; max 750 domestic / 1,500 intl.)

Conference / meeting name

Sponsoring society or organizer

Conference city / country

Conference start date

Conference end date

Travel departure date

Travel return date

Review cycle applied for (1 or 2)

Destination type (check one)

☐ Domestic (U.S., incl. AK/HI) — max \$750

☐ International — max \$1,500

2. STUDENT APPLICANT (TRAVELER)

Legal last name

Legal first name

M.I.

UIN / student ID

Degree level (UG / Master's / Doctoral)

Class year or program year

Major / graduate program

Department

College

Official TAMUSA email

Phone

Cumulative GPA

Expected graduation (term / year)

Hours enrolled this term

Prior DRI travel award? (yes/no, year)

3. FACULTY MENTOR (RESEARCH ADVISOR)

Legal last name

Legal first name

Rank / title

Department / unit

Official email

Campus phone

Relationship to the presented work (thesis advisor, research supervisor, course-based research mentor, etc.)

FOR DIVISION USE ONLY

Date received

Proposal no.

Complete?

Reviewers

4. STUDENT ELIGIBILITY (CHECK EACH ITEM THAT IS TRUE)

- ☐ I am enrolled as an undergraduate or graduate student at TAMUSA at the time of application and will remain enrolled through the conference dates (or will travel in the term immediately after degree conferral with mentor and DRI written approval).
- ☐ I am in good academic standing. Undergraduate applicants typically hold a minimum 2.50 cumulative GPA; graduate applicants typically hold a minimum 3.00 cumulative GPA.
- ☐ I have a presentation or poster accepted at a national or international conference or professional meeting. Acceptance documentation naming me and the work is attached.
- ☐ I am a presenting author. The work is original research, scholarship, or creative inquiry completed at TAMUSA under the named faculty mentor.
- ☐ The venue is national or international in scope (not a local campus symposium, purely regional student-only meeting, or class assignment presentation).
- ☐ Conference dates fall in the cycle window that matches this deadline (Cycle 1: 1 Jan–30 Jun; Cycle 2: 1 Jul–31 Dec). Late-breaking acceptances may be considered only if travel has not yet occurred.
- ☐ This is my only Research Travel Grant proposal this cycle. I do not currently hold an active DRI Research Travel Grant for the same conference.
- ☐ I will complete all University student-travel requirements (travel authorization, risk forms, and international-travel registration if applicable) before departure.
- ☐ If awarded, I will present as accepted, keep itemized receipts, and file a one-page post-travel report with DRI within 21 days of return.

5. MENTOR ELIGIBILITY AND COMMITMENT

- ☐ The mentor is a TAMUSA faculty member (tenured, tenure-track, or research/clinical faculty) who supervised the work being presented.
- ☐ The mentor has reviewed the accepted abstract and confirms the work is ready for a national or international audience.
- ☐ The mentor will help the student prepare the talk or poster, review slides or board proofs, and debrief after the meeting.
- ☐ The mentor is not requesting honoraria from this award. Faculty travel, if any, is funded from other sources.

6. CONFERENCE OR MEETING

Meeting website / program URL

Acceptance date

Venue type (check one)

- ☐ National conference / society meeting
- ☐ International conference / society meeting
- ☐ Other national/international scholarly meeting (describe below)

If "other," describe scope and why it qualifies as national or international

7. PRESENTATION OR POSTER

Format (check all that apply)

- ☐ Oral / paper
- ☐ Performance / exhibit of research
- ☐ Poster
- ☐ Lightning / flash talk
- ☐ Panel / symposium

Student role (presenting author / co-presenter)

Session, track, or division (if known)

Scheduled date / time (if known)

Accepted abstract (paste the official abstract; do not exceed the box)

Co-authors (name, affiliation, role). Mark the presenting student with an asterisk.

8. WHY THIS CONFERENCE

In 4–6 sentences: why this venue, what the student will present, and how the trip advances the student’s research training.

9. TRAVEL PLAN

Mode of travel (air / personal auto / bus / rail)

Departure city / airport

Nights of lodging

Lodging name / city (if known)

Will others share the room? (yes/no)

Mentor traveling with student? (yes/no)

Itinerary notes (connections, group travel, campus vehicle, accessibility needs)

10. BUDGET REQUEST JUSTIFY EACH LINE IN THE ATTACHED 1-PAGE BUDGET NARRATIVE

ALLOWABLE (examples)

- Conference registration (student rate)
- Coach airfare or mileage at the state rate
- Lodging at or below the GSA / University cap
- Ground transit, airport transfer, parking
- M&IE per diem per University travel policy
- Poster printing or required abstract booklet
- Visa / required international insurance

NOT ALLOWABLE

- Faculty or mentor travel or honoraria
- Companion, family, or tourist side trips
- First-class / business airfare
- Memberships not required to register
- Alcohol, entertainment, clothing
- Publication or society dues after the meeting
- Travel outside the approved conference window

Category	Amount (\$)	Brief purpose / calculation
Conference registration (student rate)		
Airfare or mileage		
Lodging (nights × nightly rate)		
Ground transit / parking		
M&IE per diem		
Poster printing / required materials		
International fees (visa, insurance) if applicable		
Other (specify in narrative)		
TOTAL REQUESTED	(maximum \$750 domestic or \$1,500 international)	

11. OTHER FUNDING AND COST SHARE

List department, college, Graduate Studies, mentor grant, society, or personal funds that will cover costs above the DRI cap. DRI awards supplement other support; they are not intended to be the sole source when a full trip exceeds the maximum.

Source	What it covers	Amount \$	Status (committed / pending)

12. RESEARCH COMPLIANCE AND INTERNATIONAL TRAVEL

Approvals are required before restricted activity is presented or data are shown. Export control: Rani.Muthukrishnan@tamusa.edu. Conflict of interest: University Compliance Office, (210) 784-2028. International travel must follow University and System policy, including registration with the appropriate campus office and U.S. Department of State guidance.

- ☐ Presentation includes human-subjects data — IRB protocol is approved or exempt
- ☐ Presentation includes live vertebrate-animal data — IACUC protocol is approved
- ☐ Presentation includes rDNA, infectious agents, or human-derived materials — IBC protocol is approved
- ☐ Export controls may apply (controlled technology, sanctioned destinations, or restricted data)
- ☐ International destination — student will complete University international-travel registration
- ☐ An outside interest that may present a conflict of interest has been or will be disclosed
- ☐ None of the above apply to this trip

Protocol / disclosure / international-travel registration status or tracking number

13. FACULTY MENTOR ENDORSEMENT

By signing I confirm that I supervised the work, that the abstract was accepted as stated, that the student is prepared to present, and that I will help the student prepare and debrief. I have reviewed the budget and confirm it is reasonable for this meeting.

Mentor comment on the student's readiness and the value of this venue (3–5 sentences)

Mentor — printed name

Department

Signature (type full name or sign)

Date

14. DEPARTMENT CHAIR OR PROGRAM DIRECTOR ENDORSEMENT

By signing I confirm that I have read this request, that the student's academic standing and workload can accommodate the trip, and that the department supports the presentation.

Chair / director — printed name

Department / program

Signature (type full name or sign)

Date

15. REQUIRED ATTACHMENTS ONE PDF, THIS ORDER

- ☐ This completed fillable application (pages 1–5)
- ☐ Official acceptance letter or email naming the student, the work, and the conference
- ☐ Accepted abstract as submitted to the conference (if not fully captured in Section 7)
- ☐ One-page student narrative (headings on page 5)
- ☐ One-page budget narrative with quotes or screenshots for airfare, lodging, and registration
- ☐ Student abbreviated CV or résumé — maximum 2 pages
- ☐ Co-author permission if the mentor is not a co-author and the work is jointly owned
- ☐ International travel: draft itinerary and proof of University international-travel registration (or plan to complete it)

16. FORMAT CONFIRMATION

- ☐ Narrative attachments use 12-point font, single spacing, and 1-inch margins.
- ☐ Sections appear in the order listed above and do not exceed page caps.
- ☐ The narrative is written for campus reviewers outside the specialty; jargon is limited.

17. CERTIFICATIONS AND SIGNATURES

- ☐ This application is submitted by a defined student–mentor pair. The student is the traveler.
- ☐ A presentation or poster has been accepted at the named national or international meeting.
- ☐ Every budget line is allowable under these guidelines and is justified in the one-page budget narrative.
- ☐ Required University travel authorization will be completed before tickets are purchased.
- ☐ The information in this application is true, complete, and accurate to the best of our knowledge.

Student applicant — typed name

Signature (type full name or sign)

Date

Faculty mentor — typed name

Signature (type full name or sign)

Date

HOW TO SUBMIT

Combine this form and all attachments into one PDF named RTG_Cycle#_StudentLast_MentorLast.pdf.
Email to DRI@tamusa.edu by 11:59 p.m. Central on 15 December (Cycle 1) or 15 June (Cycle 2). Copy the mentor.
Subject line: Research Travel Grant Cycle [#] — [Student Last Name]. Questions: DRI@tamusa.edu.
If a deadline falls on a weekend or University holiday, the packet is due the next University business day.

STUDENT NARRATIVE MAXIMUM 1 PAGE

Use 12-point font, single spacing, and 1-inch margins. Write for campus reviewers outside your specialty. Required headings:

1. Work being presented

What question or creative problem does the accepted presentation address? What did the student do, and what is the central finding or product?

2. Why this meeting

Why is this national or international venue the right audience? Who will see the work, and what professional contacts or feedback does the student seek?

3. Student role and preparation

What is the student's intellectual contribution relative to co-authors? How will the mentor prepare the student (rehearsal, poster review, Q&A practice)?

4. After the meeting

How will the trip feed a thesis chapter, manuscript, next experiment, graduate application, or subsequent external proposal? What is the fallback if travel is disrupted?

REVIEW CRITERIA

- Acceptance and venue — documented acceptance at a national or international meeting; student is a presenting author.
- Readiness — abstract quality, mentor endorsement, and a preparation plan that will produce a credible presentation.
- Student intellectual leadership — clear contribution to the work; not solely a technician on a mentor's project.
- Budget — every dollar tied to registration, travel, lodging, per diem, or required materials; amounts within the cap.
- Institutional return — dissemination of TAMUSA research and a mentoring relationship that continues after the trip.

ADMINISTRATION AFTER AWARD

DRI will contact awardees after each cycle notification date. Allow at least two weeks after notice before purchasing refundable tickets. Awards are not transferable to another student or another meeting without written DRI approval at least ten business days before travel. Unused funds revert. Pre-award purchases cannot be reimbursed unless DRI grants written exception for a non-refundable registration tied to the accepted presentation. Required end-of-award package: (1) copy of the presented slides or poster, (2) itemized receipts, (3) one-page post-travel report signed by the student and mentor, filed within 21 days of return. Missing reports bar the student from DRI travel reapplication for two years and may require repayment.