

Frequently Asked Questions (FAQ)

If you don't see your question here, please email the Graduate Advisor, Tricia Earl, patricia.a.earl@ttu.edu

Q1. How do I know if I am eligible to apply for funding?

All currently enrolled graduate students are eligible to apply.

Q2. How do I apply?

Go to the School of Art website and click on resources. Download the application and follow the instructions on the form. You will email your completed form with support materials, if applicable, to your area faculty, Program Coordinator, and the Graduate Programs Committee chair, Dr. Kevin Chua.

Q3. Who do I send my application to?

After meeting with your area faculty, email your completed form to the Graduate Programs Committee chair, Dr. Kevin Chua.

Q4. When will I know if I have been approved?

The Graduate Programs Committee will review your application in the order it was received. Please allow two weeks (10-14 business days) for review.

Q5. What if I need more funding?

The protocol is to acquire funding from the School of Art first before moving on to other sources. In some cases, other sources require proof of funding from your home department before your application will be accepted.

Q6. Where can I apply for more funding?

Once you receive a signed application noting that you have been approved by your home department you may move forward with the Graduate School Travel Application. Once you have confirmation from their office of acceptance or denial you can move forward with the TCVPA Travel Application.

Q7. Can I apply more than once a year?

Yes, but the funding award may be reduced pending budget.

Q8. What do I include in my School of Art application?

If funding is for research, please reach out to your area professor for a justification letter (of about 100-200 words) and attach it to the application. Your area professor will need to sign the application as well.

Q9. How do I plan my budget for expenses?

Utilize any online resources for estimates related to airfare, hotel, registration fees, etc. before completing the application.

Q10. When will I be reimbursed?

Reimbursement will be after you have returned from your trip. Failure to submit within 60 days after the trip end date causes reimbursement to become taxable to the traveler and is reported to Payroll as taxable income.