

Graduate School Student Research Funding for VIRTUAL Events

Guidelines & Checklist

Funding will be allocated according to Texas Tech University regulations. Total funding cannot exceed what is allowed by law. The final approval of all committed funds will be left to the discretion of the Graduate School Dean, and is distributed on a first-come basis. Submission of the virtual event funding request does not grant automatic approval for funds. A decision will be made only after a **complete** request packet is received and reviewed. If funded, you will be given further instructions to work with the travel preparer in your department for the submission of your Travel Application and Voucher in the online TTUS Travel System. Once our funding is depleted, no further travel grants will be awarded during the fiscal year.

Requirements, Restrictions and Guidelines

- As a requirement for receiving virtual event funding, you must attend **three** professional development workshops sponsored or co-sponsored by the Graduate School within the same semester of your travel. These events are listed on the Graduate School's "Calendar of Events" webpage (<https://portal.grad.ttu.edu/events/>) which is updated during the semester as events are introduced. **PLEASE BE ADVISED** that failure to complete this requirement will lead to the denial of future travel funding requests.
- ❖ Each applicant must be the **presenting author** of an oral or poster paper; Confirmation that the talk or poster has been accepted must be provided.
- ❖ Each applicant must be **enrolled full-time** during the semester of the virtual event.
- ❖ All funding requests must be received at least **10 days prior to the virtual event** - late application may be denied. Please DO NOT submit requests more than 2 months prior to the expected date - such requests will not be reviewed until closer to the event dates.
- ❖ The Graduate School will provide **partial funding ONLY: up to** a maximum of \$500 for Doctoral students admitted to candidacy, \$450 for other Doctoral students, and \$400 for Masters students. **A departmental financial commitment is required** of at least 50% of the Graduate School travel award.
- ❖ Graduate student funding requests for attending virtual events are limited to **one event per student, per fiscal year** (Sept 1-Aug 31).
- ❖ The Graduate School will fund requests for both domestic and international events.
- ❖ **Students shall not attempt to submit a travel application or voucher in the TTUS Travel system.** Please work with your departmental travel preparer as stated above.
- ❖ If a student is issued a cash advance but does not spend all of it, **the student will be responsible** for reimbursement to the Texas Tech University Travel Office. Failure to reimburse the University Travel Office may subject to cancellation of registration, holds and penalty fees.
- ❖ Student will retain and submit to the home department **itemized receipts** for all expenses.
- ❖ **Student will notify the Graduate School as soon as possible if an event is canceled** by emailing graduate.travel@ttu.edu.

The following documentation **MUST** be turned in with your Virtual Event Funding Request:

- ✓ **Completed Funding Request** form with signatures from the Travel Preparer and Department Chair (All Travel Funding Requests must be emailed to graduate.travel@ttu.edu or submitted in person in the Graduate School, 328 Administration.)
- ✓ **Graduate School Travel Funding Guidelines & Checklist** (Signed by applicant)
- ✓ **Student Activity Release Form** (Signed by applicant and signed by parent/guardian if applicable)
- ✓ **Letter of Support/Departmental Letter** (Each applicant must solicit funds from his/her department. A departmental financial commitment is required of at least 50% of the Graduate School allocation. A signed letter stating the amount is required from each academic department.)
- ✓ **Confirmation of acceptance to present at an event** (Submit a copy of conference schedule showing the presenter's name and a listing of the date and time of the presentation or an e-mail from a conference representative confirming that you are presenting and also showing the date and time of the presentation.)
- ✓ **Abstract of paper or project to be presented.**
- ✓ **Completed conference registration form** (Registration fees must be noted.)

I have read and understand the requirements, restrictions and guidelines, and I have provided the required documents listed in the checklist above.

Signature of Applicant