ĀĪM | **TEXAS A&M** UNIVERSITY

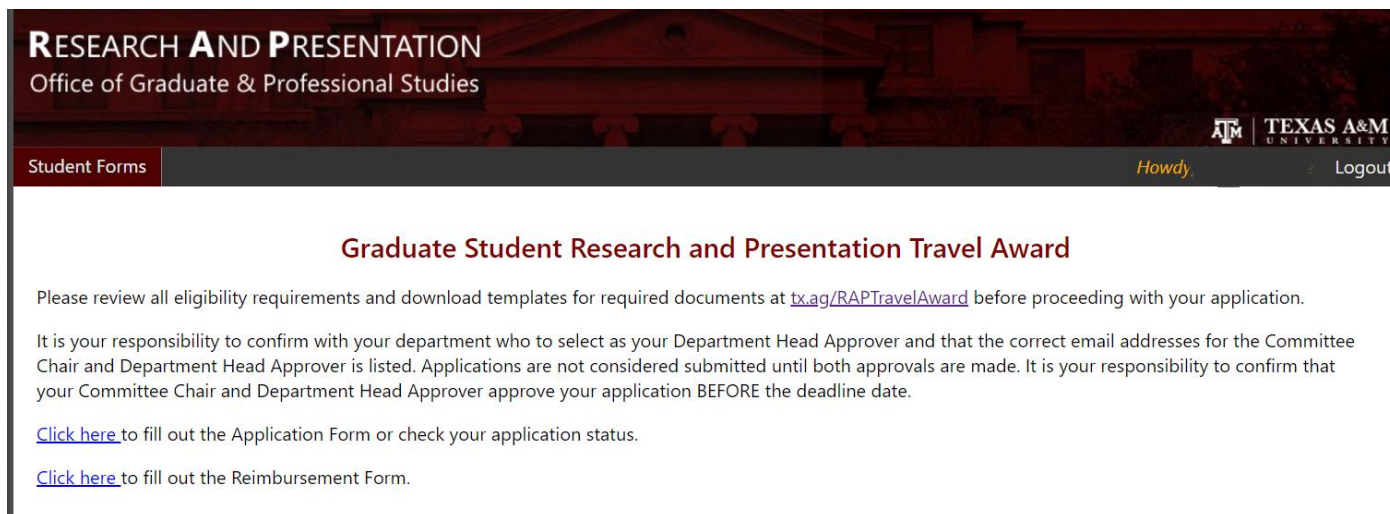# Research and Presentation Travel Award
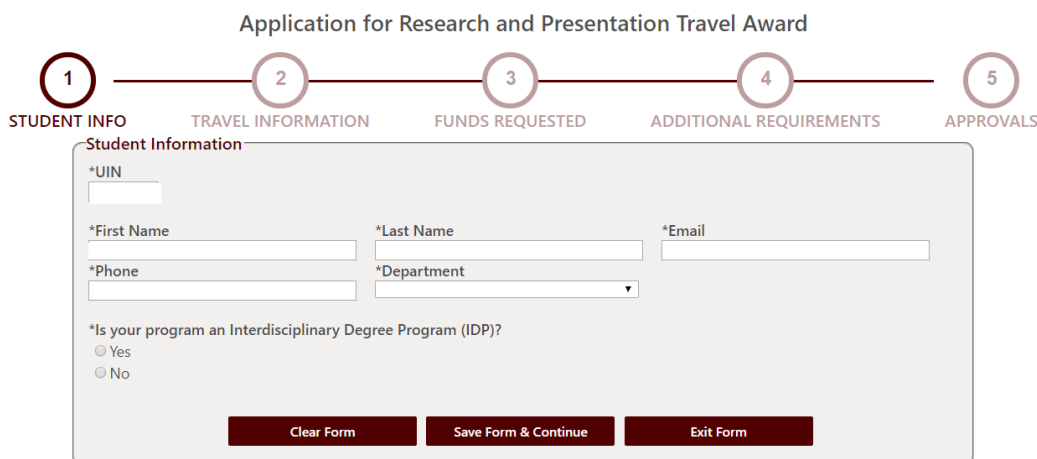## Student Application Form Instructions

If you have questions, please email grad-travel-award@tamu.edu

Instructions:

- Log into ogapsportal.tamu.edu with your netID and password
- Use this link (*Click here to fill out the Application Form or check your application status)* to start or finish an application OR to check the STATUS of a completed application.
- **FAQ**: *How do I check the status of my application?*
    - o Please use the link on this screen to check the STATUS of a completed application.

Instructions:

- Complete the fields that do not auto-fill.
- **FAQ**: *My department is not listed?*
    - o Please check that your college is one of the eligible colleges listed on our webpage (tx.ag/RAPTravelAward). If you please your college is eligible, please email grad-travel-award@tamu.edu with your issue.

Success: Your Student Information has been successfully saved.

Application for Research and Presentation Travel Award

✓ STUDENT INFO — 2 TRAVEL INFORMATION — 3 FUNDS REQUESTED — 4 ADDITIONAL REQUIREMENTS — 5 APPROVALS

Travel Information

*Conference/Event/Trip Name (no abbreviations please)   *Location of Travel (City, State, Country)

*Travel Category
○ Conference Presentation (Oral or Poster)
○ Attend a Conference
○ Research Project
○ Training
○ Unpaid Internship
● Other

Travel Type
○ Domestic (Lower 48 states) ○ International (including Alaska and Hawaii) ○ Virtual/Online

*Travel Date Range: [Please select your travel period ▼]

*Travel Start Date (MM/DD/YYYY):   *Travel End Date (MM/DD/YYYY):

*Travel Impact (Explain how this travel opportunity will impact your professional development and academic pursuits - 300 word maximum).

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Instructions:
- *Purpose of Travel*: Provide the name of the conference/event/trip (no abbreviations please).
  - Examples:
    - Poster Presentation at the Soil Science Society of America 2019 National Conference
    - Oral Presentation at the 2019 String Theory and Cosmology Gordon Research Conference
    - Collect Soil Samples from the Kellogg Biological Station – Long Term Ecological Research Site
- *Location of Travel*: Provide the specific location you are traveling to.
  - U.S. locations – provide the city & state; International locations – provide the city & country
- **Travel Category**: select the type of travel
  - NOTE: Travel to present your research at a conference (poster or oral) is **Conference Presentation**, NOT traveling for a **Research Project**
- **Travel Type**: Select the type of travel
  - *Domestic*: travel within the continental United States (does NOT include Alaska or Hawaii)
  - *International*: travel to Alaska, Hawaii or countries outside the United States
  - *Virtual/Online*: conferences or events streamed via the web
- **Travel Date Range**: Select the travel period your trip will occur during
  - The next 2 upcoming deadlines will be listed here (we do not accepted applications more than a year out, but we STRONGLY recommend submitting your application closer to the travel period deadline)
  - If your travel overlaps two different travel periods, apply to the earlier deadline
- **Travel Start Date & Travel End Date**: select your start and end date
  - **FAQ**: *Due to flight prices I need to change my start/end date is that a problem?* We understand that the information you provide in your application are estimates and may change based on flight/hotel availability and prices when you go to book your trip. This is fine as long as it does not change your travel period window. Please just make a note in your Reimbursement Form. If your trip changes enough to change your travel period, you will need to resubmit your application for the new travel period's deadline. Please email grad-travel-award@tamu.edu with any updates.

- **Travel Impact**: Explain how the travel opportunity will impact your academic study/degree program and professional development.

Application for Research and Presentation Travel Award

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STUDENT INFO	TRAVEL INFORMATION	FUNDS REQUESTED	ADDITIONAL REQUIREMENTS	APPROVALS

Funds Requested

Provide an itemized budget and description of ALL anticipated fees and travel expenses. The award will reimburse virtual conference registration fees or travel expenses ONLY up to the award amount. The list of eligible expenses can be found at tx.ag/RAPTravelAward.

*Category	*Amount (USD) Numbers only	*Description	Save Item
Select a category ▼			

Provide information on other funding sources you have applied to/received in order to cover your travel expenses for your proposed trip. For each funding source, list the name of the funding source (including funding from your Committee Chair, Department, College, Conference Association, etc.), its Status (whether it is APPROVED, PENDING, OR DENIED), and the Amount (USD).

Funding Source	Status	Amount (USD) Numbers only	Save Item
	Select a category ▼		

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- **Itemized Budget**: Provide an itemized budget and description of ALL anticipated travel expenses in U.S. Dollars (USD). The award **will reimburse virtual conference registration fees or travel expenses ONLY** up to the award amount. The Award **DOES NOT** reimburse for meal receipts that include alcohol, materials, supplies, books, equipment, analyses, membership fees, any extra-curricular activities during your trip, etc. Please visit tx.ag/RAPTravelAward for more details.
  - **Categories:** Please use the following-
    - *Airfare*
    - *Lodging*
    - *Gas*
    - *Conference Registration*
    - *Shuttle*
    - *Car Rental*
    - *Meal*
    - *Other*
  - **Amount:** Provide an estimate of the amount in U.S. Dollars
  - **Justification**: Justify your estimate by describing what the expense is and its duration.
    - Examples:
      - *Airfare* – roundtrip transportation from Houston to Detroit
      - *Lodging* – 6-night stay at ~$150/night
      - *Gas* – Estimated gas costs for driving to and from the airport
      - *Conference Registration* – $150 conference registration fee to Soil Science Society of America
      - *Shuttle* – Roundtrip transportation from the airport to the hotel in Detroit
      - *Car Rental* – 6-day rental at ~$70/day
      - *Meal* – based on Detroit, MI per diem rate for 6-day trip
- **Other Funding Sources**: Provide all other funding sources you have applied, received, or been denied for (e.g. advisor, department, college, Graduate and Professional Student Government, Conference Association). Be sure to identify if the funding is **Approved**, **Pending** or **Denied**.
  - **Example**: Advisor – Approved – $300
  - **Example**: Soil Science Society of America Travel Award – Pending – $500

Application for Research and Presentation Travel Award

STUDENT INFO ✓ — TRAVEL INFORMATION ✓ — FUNDS REQUESTED ✓ — ADDITIONAL REQUIREMENTS 4 — APPROVALS 5

Required Documents

Please visit tx.ag/RAPTravelAward for instructions and templates for each of these documents. Important: Do not submit your application if you are missing any of these requirements. We will have to return your application to you for you to update it and your Committee Chair and Department Head will have to reapprove it once it is complete.

*Travel Purpose and Activities Essay (.pdf): *No File Selected* [Upload]

*G.R.A.D. Aggies Professional Development Event Information & Reflection (.pdf): *No File Selected* [Upload]

Conference Presentation Abstract & Acceptance/Submission Confirmation (.pdf): *No File Selected* [Upload]

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- Please visit tx.ag/RAPTravelAward for **templates** and instructions for each of these documents.
  - **Travel Purpose and Activities Essay (.pdf)**: To be written by the graduate student applicant.
    - All applicants: Briefly describe the specific purpose and the general activities/itinerary of activities for your travel. You may also expand on your Travel Impact statement you included on page 2 of your application.
      - Conference Presentation Travel Applicants: If you are presenting at a conference, in addition to the information requested above, please include the Conference name, title of your presentation and your submitted abstract.
      - Research Travel Applicants: If you are travelling for research, in addition to the information requested above, please describe your research project and activities.
  - **G.R.A.D. Aggies Professional Development Event Information & Reflection (.pdf):** Submit the following:
    - **G.R.A.D. Aggies Event Title**
    - **Date of the Event**
    - **Canvas Reflection**: Complete the canvas reflection quiz for the event you attend and take a screengrab of your responses. The screengrab should show:
      - Your name,
      - Quiz name, and
      - Answers to all 3 reflection questions (see the **Screengrab instructions** on tx.ag/RAPTravelAward webpage under the additional requirements section).
      - *NOTE*: If you do not have access to the *G.R.A.D. Aggies Professional Development Certificate* page under *Courses* on Canvas, please complete the form here to be added (tx.ag/JoinGRADAggies). Please look at the G.R.A.D. Aggies calendar for upcoming events (https://calendar.tamu.edu/gradaggies/)
      - Please ensure that you stay till the end of the session and follow the facilitator's instructions for attendance so that your attendance gets reported to us. Failing to do so will disqualify your reflection quiz, and your travel award application will be rejected.
  - **Conference Presentation Abstract & Acceptance/Submission Confirmation (.pdf):** Upload a .pdf of your conference presentation abstract and acceptance notification. Evidence that the conference abstract has been submitted/received by the organization will be temporarily accepted (e.g. screenshot of confirmation page or confirmation email).

Application for Research and Presentation Travel Award

STUDENT INFO — TRAVEL INFORMATION — FUNDS REQUESTED — ADDITIONAL REQUIREMENTS — 5 APPROVALS

Approvals

Upon submission, emails will be sent to the Committee Chair and Department Head Approver selected here. Their approval will verify that, to the best of their knowledge, the information provided in your application is accurate AND that your Committee Chair and Department do not have the funds to fully support the your travel.

It is your responsibility to confirm with your department who to select as your Department Head Approver and that the correct email addresses for the Committee Chair and Department Head Approver is listed. Applications are not considered submitted until both approvals are made.

It is your responsibility to confirm that your Committee Chair and Department Head Approver approve your application BEFORE the deadline date.

You may check the status of your application at any time through the OGAPS Award Portal at ogapsportal.tamu.edu

Committee Chair Name

Committee Chair Email

Dept Head/IDP Chair Name

Dept Head/IDP Chair Email

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- **Approvals**
  - Signatures here by your Committee Chair and Department Head Approver verify that, to the best of their knowledge, the information provided in the application is accurate **AND** that the applicant's Committee Chair and Department do not have the funds to <u>fully</u> support the applicant's travel.
  - It is the applicant's responsibility to confirm:
    - If the Department Head or another Department Approver from the dropdown list should be selected (confirm with your department)
    - That the correct email address for their Committee Chair and Department Head Approver is listed.
    - That your Committee Chair and Department Head Approvers approve your application BEFORE the deadline date. Applications are not considered complete until both approvals are made.
  - By clicking **SAVE & SUBMIT**, you are confirming that the information provided in this application is accurate and up-to-date.