

Graduate Student Travel Fund

Fall 2022 through Summer 2023

Policy and Procedures

The TAMU Psychology Department Graduate Student Travel Fund was developed to assist students in the dissemination of their work at relevant professional conferences. This year (Fall 2022-Summer 2023, all relevant materials (e.g., receipts) should be submitted before **8/10/2023**), we have two formats – (A) online and (B) physical. You can apply to either one, but not both.

A. Online (virtual) conferences/workshops/seminars

Students who are enrolled in a TAMU Psychology Department Graduate Program, and who are in good standing may apply. To be eligible, students must be scheduled to attend an online (virtual) conference/workshop/seminar in their academic area. Applicants can only receive one award per academic year (September 1st – August 10th). Funds awarded, but not spent in the year (all reporting should be made before **8/10/2023**) they were awarded will be lost to the awardee.

Size of Award: If a student receives an award, the maximum they will receive is **\$150**. The award can be used for online registration fees (including society membership fees if required) and/or related materials.

Application Procedures:

Students who are interested in applying for Travel funds must apply for the award at least **1 month prior** to their intended online meeting (**to receive a fund, you must submit a “travel” request to CONCUR at least 4 weeks before the meeting**). Students should complete the attached application and supporting documentation. (1) digital copy of this form should be emailed at vess@tamu.edu as an attachment. The application will be reviewed and approved by the Associate Head of Graduate Studies, then forwarded to the Business Office for processing.

Name: _____ **Date:** ____/____/_____

Email: _____

Conference/workshop/seminar you are attending (name, organization, date):
_____.

Program in which you are Enrolled: BCN Clinical Cognitive I/O Social

Amount Applied For: (itemize – e.g., fees, materials, etc.)	Description: _____ _____	\$ _____ \$ _____ Total: \$ _____
Amount Awarded: (As Determined by Associate Head of Graduate Studies)		\$ _____

Signature of Associate Head of Graduate Studies: _____
Signature Date

B. Physical Conferences

Who Can Apply:

Students who are enrolled in a TAMU Psychology Department Graduate Program, and who are in good standing may apply. To be eligible, students must be scheduled to present (e.g., talk, a poster) at a **National or International** conference in their academic area. Funds are **not** available for local or regional meetings.

Number of Awards Given:

Applicants can only receive one award per academic year (September 1st – August 10th). Funds awarded, but not spent in the year (all reporting should be made before **8/10/2023**) they were awarded will be lost.

Size of Award:

If a student receives a travel award, the minimum they will receive is known as the “base award”. Students can increase their travel award by demonstrating scholarly productivity. The amounts awarded are described below:

Base Minimum Award	1 st , 2 nd , 3 rd , 4 th , 5 th year and beyond	\$225
Scholarly Activity		Additional Award Available
	<u>Peer reviewed publication</u> : 1 or more peer reviewed publications in 12 months prior to Award Application (note that a paper can be counted only once)	\$150
	<u>National / international award</u> : Recipient of Award from National or International Professional Society (this can be counted only once)	\$100
	<u>Fellowship application</u> : Applicant for Federally-funded Student Support in last 12 months (e.g., NSF, NRSA) (this can be counted only once)	\$250
	<u>Extramural support application</u> : Applicant for Extramural Support from Foundation or Professional Organization in last 12 months. (this can be counted only once)	\$100

Application Procedures:

Students who are interested in applying for Travel funds must apply for the award at least **1 month prior** to their intended trip (**to receive a fund, you must submit a travel request to CONCUR at least 4 weeks before the trip**). Students should complete the attached application and supporting documentation. The completed application and other supporting documents (e.g., acceptance letter) should be emailed to vess@tamu.edu as an attachment. The application will be reviewed and approved by the Associate Head of Graduate Studies, then forwarded to the Business Office for processing.

Graduate Student Travel Award Application

Name: _____

Date: ___/___/_____

Email: _____

Program in which you are Enrolled BCN Clinical Cognitive I/O Social

Year in Program (1-5+): _____

Conference you are attending (name, date, location): _____

Is this a National or International Meeting? Y N

Is this a conference in your area of study? Y N

Are you the primary author of a poster/paper/talk to be given at this conference? Y N

"The primary author" here means that you are the first author of the poster/paper/talk or the main presenter of the poster/talk (so you don't need to be the first author as long as you are the one who is presenting the work).

Please list the title AND author list of the paper/poster/talk, you will be presenting:

Title: _____

Authors: _____

In the last 12 months have you authored (or co-authored) a peer-reviewed paper that has been published? Y N

If Yes, please provide a copy of p. 1 of paper (with citation data) attached to this application, or a letter from the editor confirming the "in press" status.

In the last 12 months have you received an award from a national or international professional organization?

Y N

If Yes, please provide proof that you have received the award with this application.

In the last 12 months, have you applied for federally funded student support (e.g., NRSA, NSF, or equivalent)?

Y N

If Yes, please provide proof of submission with this application.

In the last 12 months, have you applied for (sent to the funding organization) extramural support from a foundation or professional organization (e.g., APA Travel Award, APA Dissertation Award, Sigma Xi, etc.)? Y N

If Yes, please provide proof of submission with this application.

Amount Applied For:

(Considering Pay Schedule Described Above)

\$ _____

Amount Awarded:

(As Determined by Associate Head of Graduate Studies)

\$ _____

Signature of Associate Head of Graduate Studies:

Signature

Date