

Travel Grant Procedures

Overview – Toulouse Graduate School

The Graduate Travel Grant Award (“Award”) is a 1:1 matching award, up to \$500, to help a student attend a conference where they are presenting their research or performing. The Graduate School makes awards during three different award periods throughout the year, Fall, Spring, and Summer, to align with the academic calendar. Students must apply for our award and meet certain eligibility requirements to qualify. A committee ranks the submissions based on a documented points system.

Overview – International Office

The UNT International Travel Grant supports the professional development and global scholarship of UNT’s graduate students. The UNT International Travel Grant provides awards up to \$500, as funding remains available, to eligible UNT graduate students who are selected to receive the award. The award period is the same as the TGS Travel Grant.

The Division of International Affairs administers the UNT international Travel Grant. Additional information is available [here](#).

The travel grant will cover the amount up to the actual cost of the travel. If departmental, TGS, and International Office, if applicable, award are in excess of actual trip expenses, award will be adjusted accordingly. If student receives additional funding from outside sources, such as a conference scholarship, to help with travel expenses, that information must be presented up front or student risks the cancelation of TGS matching award.

Award Travel Periods

October Award – funds travel occurring in September, October, November, or December of the fiscal year.

February Award – funds travel occurring in January, February, March, or April of the fiscal year.

June Award – funds travel occurring in May, June, July, or August of the fiscal year.

Applications for travel outside these time frames will be accepted, but funding will depend on remaining award levels for the award period.

Award Application Dates

The award will be open for applications for approximately a month and a half for each award period. If the 15th falls on a weekend or during a University closure, the application will be opened the following business day. The application can be found [here](#).

October Award: August 15 – September 30

February Award: December 15 – January 31

June Award: April 15 – May 31

Students must complete the Graduate School requirements before the application deadline closes to be considered for a TGS award.

Award Requirements

Students must complete the following requirements before applying to be eligible for a travel award:

- 1) Have an approved degree plan on file with TGS;
- 2) Attend at least three (3) Professional Development Workshops in the current academic year
 - a. RCR workshop does not count towards this requirement
- 3) Complete Responsible Conduct of Research Training (CITI Certificate)
 - a. CITI Certificate must be obtained within the last 3-years
 - b. Please see [Responsible Conduct of Research](#) webpage for further information about topics to complete.
 - c. Please see [TGS Travel Grant](#) webpage for instructions to complete online RCR training

The Professional Workshops and RCR training are available online and can be found at <https://tgs.unt.edu/workshop-videos>

International Office Award Requirements

UNT graduate students who are awarded a TGS Travel Grant and are presenting their research or performing at a professional meeting/venue abroad (at a location outside the United States) are eligible to be considered for the UNT International Travel Grant.

Submission of Receipts

Students must turn in receipts within two weeks of the scheduled end of the conference.

Departmental Processing

Departments will process student's travel through travel accounting and follow UNT System rules for travel. Please be sure to indicate the traveler is a student to ensure the travel voucher is process correctly.

TGS matching funds will be transferred to the Dean's Office of the College using purpose code 14214. Departments are not permitted to move funding outside of this purpose code without prior authorization from TGS. Funding moved without authorization may be pulled back.

Departments are not permitted to use TGS Travel Grant awards to fund travel from a prior fiscal or academic year. Students traveling in August may need to turn in receipts before the two week deadline to ensure departments can process the award before fiscal year end.

Departments are responsible for keeping backup documentation (e.g. receipts). TGS may request this backup documentation during any audit process.

Externally Funded Sponsored Projects Administered Through the Office of Grants & Contracts Administration (OGCA)

Students traveling on externally funded sponsored projects (in an employee capacity, or in a non-employee capacity) should be reimbursed for travel expenses via a Travel Voucher through Accounts Payable (the same process as faculty and staff).

Please contact your OGCA representative with any questions about grant guidelines related to travel.

TGS Audits

TGS will conduct an audit of Travel Grant awards at the end of each semester. Failure to follow these procedures may result in TGS reclaiming any funding provided inappropriately. Any resulting deficit is the responsibility of the department/college to cover. College AFOs will receive instructions and templates to assist departments in compiling necessary information for Travel Grant award audit.

TGS may reclaim funding if:

- Policies and procedures are not followed including:
 - Students not turning in receipts within two weeks of the scheduled end of their conference
 - Award not being processed according to requirements above
- The actual cost of the trip is less than the original estimate. In this case, the actual cost will be split equally between the department and the TGS Travel Grant. Any award in excess of that amount may be pulled back.
- UNT System Travel guidelines of conservation of funds are not followed.

General Timeline

Below is a general timeline for the TGS Travel Grant program to help your department/college plan.

- Approximately two weeks after application period closes, students, departments, and colleges will be notified of matching grant decision
- College Academic Financial Officers will receive a spreadsheet listing all students from their college to receive an award
- Transfer process to send funding to College Dean's office will be initiated within two weeks of notification e-mail
- Audit templates will be sent to College AFOs and/or posted on TEAMS page shortly after transfers have been initiated
- Audit templates are due to TGS six weeks after final awarded student returns from conference
 - Deadlines will be communicated via College AFO and/or posted on TEAMS page
- All audit templates are due two weeks before the next award period closes