

AGEP Travel Grants

Purpose: The Alliance for Graduate Education and the Professoriate (AGEP) Student Travel Grant Program is supported by the Office of Graduate and Professional Studies and by funds provided by National Science Foundation Alliance for Graduate Education and the Professoriate (NSF AGEPEP). The purpose of the program is to support AGEPEP graduate student travel to make presentations by reimbursing students for some of the eligible expenses incurred. Travel expenses are allowed on research grants if (1) full-time student, (2) active AGEPEP participant, and (3) absolutely required in order to complete the research.

Eligibility: The applicant must be in good academic standing (3.0 GPR), registered as a full-time AGEPEP graduate student at TAMU – College Station campus at the time of application. Students are allowed one AGEPEP presentation travel grant per degree. If you have received an AGEPEP presentation grant before, you are not eligible to apply again, unless one was received as a master’s student and you are now applying as a doctoral student. Applications must be received by the posted deadlines to enable enough time for processing.

AGEPEP Presentation Travel Grant Guidelines

Eligibility

1. The applicant must be in good academic standing (3.0 GPR)
2. Registered as a full-time AGEPEP graduate student at TAMU – College Station campus at the time of application
3. Active AGEPEP Participant
4. Proposed presentations should relate directly to the student’s degree program

Guidelines and Requirements

1. The applicant should clearly type on the application form the nature and specific objectives of the proposed activities, with emphasis on how the requested funds will be used. Attach a copy of the conference program, invitation, or acceptance of abstract if presenting a paper and/or poster. Abstract acceptance is not mandatory at time of application, but it *must be submitted before traveling*.
2. The budget should be brief, but must list the specific items (including breakdown of proposed expenses for travel, lodging, and expenses, etc.) for which support is requested, giving evidence that the requested amount is realistic and the result of

thoughtful planning. Provide a clear justification if international travel is required. The applicant should not simply list a convenient figure or an overestimate; such budgets do not enhance the chances for favorable consideration and can cause an application to be disqualified. The maximum awards given for the various categories will be:

Travel Award Type	Amount
AGEP Travel Award for Research Conference Award	Up to \$750
AGEP Travel Award for National Conference Award(e.g., SACNAS, NSBE, SHPE, etc.)	Up to \$500
AGEP Travel Award for RCN	Up to \$500
TAMUS AGEP Travel Award for STEM Learning Community (LC)	Up to \$1000
AMUS AGEP Travel Award for Invited Seminar	Up to \$500

3. Funds awarded must be expended by the date noted in the award letter, or they will revert to the Graduate Student Presentation Grant Program.

It will not be possible to grant funds to all proposals within the limited budget of the program. Awards will be made on a first-come, first-serve basis, as long as the application meets all guidelines above and is received by the stated deadline.

Application Procedure

Applications should be:

- Concise and on the one-page form supplied by AGEP Program
- Signed by the Chair of the student’s Advisory Committee and the Department Head; Signature endorsement verifies:
 - academic merit of the proposed activity
 - eligibility of the applicant (see Eligibility above)

Save the application PDF form to your desktop, type the information into the form, and obtain all required signatures; submit a PDF containing the application form and all required application materials by the deadlines below to tamus-agep@tamu.edu (if PDF version) OR hand deliver hard copies of all materials to OGAPS Office, Suite 112, Jack K. Williams Admin Building, 1113 TAMU. Review of applications will generally be complete within 10 days of each deadline and notifications sent by email. If funding is not sufficient to honor all requests submitted by each deadline below, funds will be

awarded to eligible applicants in order of receipt of the application in the OGAPS office preceding each of the deadline dates listed below.

Application must be received by	For presentation travel starting after
August 1	September 1
November 1	December 1
February 1	March 1*
May 1	June 1*

* Must be registered full-time in summer to be eligible

Reimbursement Procedures

- During your travel save your receipts
- Fill out the reimbursement form completely, attach required documentation (including receipts) (see [Reimbursement form](#))
- Complete online reflection questions [found here](#).
- Submit a PDF containing reimbursement form and all required documentation to tamus-agep@tamu.edu OR bring hard copies to OGAPS Office, Jack K. Williams Admin Building, 112 Jack K. Williams Administration Building.
- Reimbursements will be posted to your TAMU account in the form of a scholarship. If you have a balance due on your student account, it will be deducted from this award amount. Any credit amount beyond balances due will be sent to you in the form of direct deposit to be applied towards your research or presentation expenses. Reimbursement requests must be submitted within 30 days of your return date (if travel) or within 6 months of the award letter date (if research).

Questions:

Contact Dr. Rhonda Fowler, AGEP Program Coordinator at tamus-agep@tamu.edu or call 979-845-3631.