

Prospective Graduate Student Travel Grant Research and Graduate Studies Office

Departments and interdisciplinary programs are invited to request a grant from the Research and Graduate Studies Office to assist with outstanding prospective graduate student campus visits. The purpose of this grant is to help departments to recruit prospective students who are interested in graduate studies at Texas A&M University at Galveston by funding a portion of the students' travel expenses to visit the Galveston campus. The maximum grant funding is \$600 per student.

The following guidelines apply to this program.

- To request a grant, departments must complete the attached form. Submit the completed form to:

Mail: Holly Richards Graduate Studies Office MAIN, Suite 409	E-mail: Holly Richards richardh@tamug.edu
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- Each grant will be awarded for travel for a specific student. Units will not be awarded funds if they do not have specific students in mind already.
- A separate application must be completed for each student travel request.
- RGSO will provide up to \$600 per student toward air travel, mileage, meals, and accommodations.
- All expenses must follow University and State of Texas travel guidelines. No alcohol, snacks, personal items/purchases will be reimbursed. Actual detailed receipts must be provided (no per diem).
- The hosting department/program or college is expected to provide some amount of funding toward the student's travel expenses.
- Each application must include an estimated budget that outlines all travel and visit-related expenses of the student (airfare, mileage, hotel, meals, etc.).
- The student must visit the Galveston campus within 90 days of the awarding of the grant.
- In selecting grant recipients, preference will be given to students who have already applied.
- In selecting grant recipients, preference will be given to students who are outstanding and highly qualified and/or will bring some aspect of diversity to the TAMUG student body.

For questions on this grant program or the application process, contact Holly Richards at 409-740-4957.

**Prospective Graduate Student Travel Grant
Request Form**

Department requesting grant: _____

Contact person _____

Phone _____

E-mail _____

Prospective Student Name: _____

Has this prospective student applied? ___yes ___no Has this prospective student been admitted? ___yes ___no

What program is the prospective student applying to? _____

Where is the prospective student traveling from? (city and state) _____

Approximate date(s) of campus visit _____

Why do you want this prospective student to visit campus? _____

Requested Grant from RGSO (max \$600) _____ Department/PI match amount _____

Total Budget: _____

Department Head Endorsement:

I support this proposal and understand that if the Prospective Graduate Student Travel Grant is approved, the department will be responsible for underwriting \$ _____ of the cost.

Department Head Name

Department Head Signature

Optional:

You may attach a copy of the prospective student's application, resume or other evidence of the outstanding qualities of this student.