



The Graduate Student Travel Fund helps supports travel to professional meetings for research and/or scholarly presentation. The maximum award is \$200. Limited funds are available; grant awards will be determined, up to the fund limits, by the associate dean's office. Priority will be given to students who have not received a previous travel award. Application forms may be submitted at any time.

## **Procedures for Submitting Graduate Travel Requests:**

- 1. Graduate students seeking to present research results, or travel funds to support research data collection, must first submit a travel request to the university Graduate Studies office. The application for graduate travel is located at this website. Please follow the directions on this form in order to be considered for an award: <a href="https://graduate.tcu.edu/financial-support/travel-grants/">https://graduate.tcu.edu/financial-support/travel-grants/</a>
- 2. In order for Dr. Lacina to sign and approve your request, you must submit a Certificate of Completion for the NIH Protecting Human Research Participants course as well as an IRB approval form.
- 3. If a graduate student is seeking to present a case study, counseling strategy, or professional type of presentation at a state or national conference, please submit your travel request to the College of Education Graduate Office, and not the university Graduate Studies office.
- 4. If a graduate student is not completely funded through the university Graduate Studies office, then the student may apply for a COE grant. The student needs to submit the letter from the Office of Graduate Studies that documents what money they received, or a letter from Graduate Studies documenting why they did not receive funding. The COE request form is attached to this email.



**EDUCATION** 

TCU Box 297900 Fort Worth, TX 76129 817. 257.7661

## **Graduate Student Travel Application**

Dean Signature [	Date	
Advisor Signature	Date	Printed Name
		Advisor:
Approval Denial		
If you have received any other fur and/or describe the source and a	_	d to this travel, Please attach a copy of the request
·		
Total Estimated Expenses for the Tr	in:	
Other:		
submitted 2 months prior to travel.	Once you r	return from your trip, please submit your receipts and fa.tcu.edu/financial-services-forms/
present at a conference; include	the typed al	notifying you that you have been selected to ostract of your presentation. This form may only be the maximum award. The application needs to be
Presentat		o present (non-research presentation) arch Results at a Conference Research
Reasons for Travel:	onforonce t	a procent (non recograb precentation)
Dates of Travel:		
Travel Destination:	-	
Degree in Progress:	Ar	nticipated Degree Completion Date:
Name:		