



# The University of Texas at Austin

## Cockrell School of Engineering

### 2019-20 Graduate Engineering Travel Grant Application

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#### IMPORTANT INFORMATION:

- Application Deadline: **Monday, March 30<sup>th</sup> at 5:00 PM CST**. Award winners will be notified by Monday, April 17<sup>th</sup>.
- Applications must be submitted to [UTGECGrant@gmail.com](mailto:UTGECGrant@gmail.com) as a single PDF attachment containing all the necessary content required for the application.
- Students may submit this GEC Travel Grant Application for attending conferences between the September 1<sup>st</sup>, 2019 to August 31<sup>st</sup>, 2020
  - September 1<sup>st</sup>, 2019 – March 30<sup>th</sup>, 2020: Please indicate the **unreimbursed cost**.
  - March 31<sup>st</sup>, 2020 – August 31<sup>st</sup>, 2020: Please indicate the **expected unreimbursed cost**.
- Students who receive the awards must be currently enrolled as a graduate student in the Cockrell School of Engineering at The University of Texas at Austin, as well as through Summer 2020.
- Evidence of conference attendance (i.e. a payment receipt of conference fee or letter from conference confirming your attendance) must be submitted with this form for consideration.

#### Upon Selection for the Award

- Awards are for **reimbursement only** and will only be processed upon completion of conference attendance. Advances will not be considered.
  - Copies of receipts for major expenses (i.e. airfare, rental car, etc.) will be required for awarding money.
  - A letter or e-mail confirmation of conference attendance from the awardee's advisor is requested.
  - Recipients who are Nonresidents for tax purposes are subjected to [a withholding tax](#).
  - Travel grants are awarded as a reimbursement for personal expenditures not covered by any other external source (grants, scholarship, fellowship, etc.). Up to \$500, per recipient pre-tax, will be awarded based on recipient's merits and need.
  - If you have additional questions or concerns, please contact [UTGECGrant@gmail.com](mailto:UTGECGrant@gmail.com).
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### THE FOLLOWING ITEMS MUST BE SUBMITTED:

- Accepted conference abstract and confirmation of abstract acceptance
- A copy of transcript (official or unofficial)
- Confirmation of enrollment
- CV, or a resume with a list of publications
- Copies of receipts for any major conference expenses, or make note that these will be supplied
- Signed Statement of Support from Graduate Advisor
- Statement of Purpose
  - Describe your research in layman's terms.
  - Make sure to address:
    - Your motivation for attending the conference.
    - What sets you apart from other candidates?

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Submit completed form to the Graduate Engineering Council Conference Grants Committee at:  
[UTGECGrant@gmail.com](mailto:UTGECGrant@gmail.com)



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**CONFERENCE ATTENDEE:**

NAME:

EMAIL:

UT EID:

DEPARTMENT:

GRADUATE GPA:

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ADVISOR:

NAME OF EVENT:

DESTINATION:

*(City, State / Country)*

EVENT DATES:

*(Start and End Dates of Conference, Meeting, etc.)*

TRIP DATES:

*(Departure and Return Dates)*

PURPOSE OF EXPENSES:  
(check all that apply)

Attend a Conference

Give Oral (Paper) Presentation

Present a Poster

Other \_\_\_\_\_

*(Please attach to this application an abstract for any presentation)*

CONFERENCE COSTS:

*(Sum of expenses relating to airfare, car rental, gasoline, shuttle service, etc.)*

SOURCES OF FUNDING  
FOR CONFERENCE:

*(\*\*Doesn't Disqualify\*\*)*

*(Please itemize funding from advisor, dept., fellowships, other grants, etc.)*

NET UNREIMBURSED  
COSTS:

OTHER INFORMATION TO  
BE CONSIDERED:



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## Statement of Support from Graduate Advisor

PLEASE ASK YOUR GRADUATE ADVISOR READ AND SIGN THE FOLLOWING:

I, \_\_\_\_\_ support \_\_\_\_\_'s application for the GEC Travel Grant

(Graduate Advisor's Name)

(Student's Name)

Award from Cockrell School of Engineering Academic Affairs to attend

\_\_\_\_\_,

(Conference Name)

being held on \_\_\_\_\_ in \_\_\_\_\_. I understand that, upon selection,

(Dates)

(Location)

the Award can only be used to reimburse costs to the aforementioned student that have not been otherwise covered by myself or by another funding sources (fellowship, scholarship, grant, etc.). I understand that the awardee and the amount awarded will be carefully decided by the Graduate Engineering Council on an individual basis, and are therefore not guaranteed.

\_\_\_\_\_

(Graduate Advisor's Signature)

\_\_\_\_\_

(Date)