

## **UCCS Graduate School Research Travel Award Instructions**

The UCCS Graduate School Research Travel Award is first come first serve. Graduate students can apply for this award to be used for presenting research at conferences. The Graduate School will consider awards for graduate students attending conferences, but not presenting, if there are additional funds available. Graduate students are limited to receiving this award once during their time at UCCS\*. As of May 17, 2023, this award will no longer be available for other professional development.

\*Recipients of the Graduate Student Research Fellowship (members of the UCCS Graduate Research Academy) are eligible for two Research Travel Awards.

Funds will be applied directly to the student's tuition account. If the account balance is zero, a direct deposit refund will be disbursed by the Bursar's office.

**For appropriate expenses such as airfare, hotel, transportation, registration fees, etc. occurring during the Fall, Spring or Summer semesters, applications will be accepted on a rolling basis until funds are exhausted.** All receipts must be turned in before the last day of the semester in which the student is applying.

**If your event occurs between semesters, please follow the deadlines for the upcoming semester [e.g. if your event happens between Fall and Spring, follow the deadlines for Spring]**

Award amounts are up to \$400

**This award is reported to the Office of Financial Aid; therefore, please be aware it may affect your student loan package.**

**For international students, this award may be taxed because it is not considered a tuition and fees scholarship.**

This award is contingent on available funds in the Graduate School.

**Applicants in the Graduate Research Academy are given priority.**

The applicant must be enrolled and in good standing, and the conference/event must occur while the applicant is still an active student (part-time, full-time, or registered as a candidate for degree).

A completed online application (including all necessary documents) is required to be considered for this award. Please note that the application requires a letter from your professional organization showing that you are presenting at a conference or a faculty advisor stating that a paper/talk has been submitted and that the student is a presenter. If requesting funds to attend a conference, the faculty letter should state why this is important for the student's professional development. A link to the application can be found here: <https://graduateschool.uccs.edu/uccs-finance/finance-resources>

**\*The award will not be given until the event has concluded and we have received all receipts.**

**Please submit all receipts to the Graduate School office via email: [graddocs@uccs.edu](mailto:graddocs@uccs.edu)**

**Include in the subject line "Graduate Research Travel Award Application:"**

**Please call us at 719-255-3417 if you have questions regarding your application.**

**The Graduate School office is in Cragmor Hall Room 110.**

*We do not take responsibility for students not receiving awards due to submitting reimbursement requests inaccurately.*