

**DEPARTMENT OF POLITICAL SCIENCE****Graduate Student Travel Support Policy**

The distribution of travel funds to graduate students enrolled in the UTRGV Department of Political Science graduate program is intended to promote scholarship and to facilitate the engagement of graduate students with the global community of scholars.

**1. Eligibility**

- a. Any graduate student that is currently enrolled in the UTRGV Department of Political Science graduate program is eligible to apply to the Department's Travel & Scholarships Awards Committee for travel support funds.
- b. Travel support will only be available to graduate students who are attending a scholarly or professional conference in an official capacity. The Travel & Scholarships Awards Committee will give priority to applicants who are making a presentation at a conference, such as an original scholarly paper, workshop presenter, roundtable participant, or author-meets-critics session. At the discretion of the Travel & Scholarship Awards Committee, financial support may also be provided for other activities such as poster sessions or job interviews.

**2. Application Process**

- a. The Chair of the Travel & Scholarships Award Committee will issue a call for applications to all eligible graduate students requesting information about their intentions to travel no later than September 15<sup>th</sup> of each year. In order to receive travel funding, graduate students must notify the Chair of the Travel & Scholarships Committee by September 30<sup>th</sup> of their travel intentions for the coming academic year (including the summer). It is understood that some of these intentions may be based on speculation, particularly for summer travel.
- b. Graduate students whose conferences are scheduled for early in the Fall semester (e.g., American Political Science Association) should notify the Department Chair as early as possible, who may then approve funds to the eligible applicant based on the prior year's standard travel allocations.
- c. The Travel & Scholarships Award Committee will provide the Department Chair with a list of graduate students and the amounts allocated to each eligible applicant no later than October 31<sup>st</sup> of the academic year. Each graduate student receiving travel funding will be notified of the amount allocated to them for the current fiscal year.
- d. Graduate students should notify the Travel & Scholarships Award Committee when their travel plans are confirmed or if they change during the academic year.

e. The Chair of the Travel & Scholarships Award Committee may issue a second call for applications at the beginning of the Spring semester of each academic year with a January 31st deadline. At this time, graduate students will need to confirm plans for the spring and summer and indicate any other changes to their originally stated intentions to travel. The Travel & Scholarship Awards Committee may use this updated information to reallocate funds among eligible applicants.

### **3. General Policies**

a. All graduate students who are matriculated into a Department of Political Science graduate program are eligible to receive funding for conference travel.

b. The Graduate Student Travel Support Policy will be applied on an equal basis to all eligible graduate students.

c. The Travel & Scholarship Awards Committee may establish a base award for an eligible graduate student attending a single mainland U.S. conference, and allocate additional amounts to account for various additional factors, including:

- i. International conferences
- ii. A second conference

d. All relevant policies of the University of Texas Rio Grande Valley Handbook of Operating Procedures regarding student travel (section STU 01-300) are included as part of these policies. Graduate students are advised to acquaint themselves with the provisions of those policies.

Approved by Department of Political Science, December 3, 2021.