

PhD Student Travel Grants Policy Call for Funding Travel Proposals

The Alvarez College of Business has authorized funds to support PhD student travel for the 2021-2022 academic year. These additional funds must be utilized by August 31st, 2022.

PhD students submitting a proposal must have at least one faculty member sponsoring and validating the proposal. Preference will be given to travel proposals related to paper presentations in major (top) conferences, and to travel proposals that can clearly demonstrate that the student(s) and/or sponsoring faculty will benefit from the attendance to the conference (e.g., a student must attend the conference for job searching purposes).¹ The funds cannot be used for salary. Maximum travel award of \$1,500.00 *includes* the Graduate Student Professional Development (GSPD) Award. PhD Excellence Fund awards are available to College of Business PhD students only.

Proposals should be sent to Harrison Liu (harrison.liu@utsa.edu), Caron Kiley (caron.kiley@utsa.edu), Juan Manuel Sanchez (juan.manuel.sanchez@utsa.edu), PhD program advisor in the relevant area, and sponsoring faculty member, at least two (2) weeks in advance *and* be in compliance with university deadlines for travel. Review of proposals will be conducted weekly, so early submissions are encouraged. Decisions on funding the proposals will be made by the PhD Program Committee (Richard Gretz, Onur Bayar, Raymond Choo, Dina Krasikova, Harrison Liu, Ram Tripathi) with input from relevant department chairs and deans.

Proposals should include the following:

- 1) Name of the PhD student(s).
- 2) Name and assessment of the faculty advisor / co-author / sponsor on the project.
- 3) Title (or purpose) of the proposal and/or research project.
- 4) A two-page summary of the research project.
- 5) Current stage of the project (e.g., completed working paper, under review at a conference or journal, etc.).
- 6) Itemized requested dollar amount of grant. Attach expense pre-reconciliation template.
 - a. Details for the use of funds (and anticipated dates for the use of funds).
- 7) Evidence that the student has submitted an application for a professional development award from The Graduate School.²
- 8) Other pertinent information that may be useful to the PhD committee as it evaluates the proposal.

Criteria for awarding grants:

- 1) Quality and merits of the research project and the quality of the conference.
 - a. Acceptances to a high quality/top conference is a good indication of quality.
 - b. As stated above, the student must have a faculty member be the sponsor (co-author) and to provide an assessment of the quality of the proposal. The assessment must be clearly labeled in the proposal.
- 2) Students who do not have a paper accepted at a high quality/top conference, and instead must attend the conference for job searching purposes, must also provide the following evidence (clearly labeled in their proposal) as part of their application:

¹ Students requesting funds for travel must comply with travel regulations as outlined in the student travel policy <https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studenttravelpolicy/>. International travel may be restricted as outlined in the international policy <https://global.utsa.edu/international-travel/index.html>. Additional questions about international travel can be directed to the Global Initiatives Office at global@utsa.edu to ensure that their request for travel funds is consistent with the policies outlined in the links above.

² Details and application materials related to professional development awards is located at <https://graduateschool.utsa.edu/tuition-funding/graduate-school-professional-development-awards/index.html>. Notice that these proposals need to be submitted at least one month prior to traveling. Questions on these awards can be directed to John Shaffer (john.shaffer@utsa.edu).

- a. Student has made a mock presentation of their job talk/elevator pitch to colleagues and/or faculty and/or has a mock presentation scheduled prior to traveling.
 - b. Student has gone through a mock job interview with faculty and/or the PhD program advisor/department chair and/or has a presentation scheduled prior to traveling.
 - c. Student has commitments from PhD advisors and/or letter writers who can state student is “ready” to hit the market.
- 3) PhD student’s year and stage in the program.
 - 4) Itemized dollar amount of the grant, clearly outlining each element of the request using the PhD Excellence Fund template (see sample template at the end of this document).

Students who receive a travel grant will be required to provide a final reconciliation using the PhD Excellence Fund template for travel. All receipts must be provided with the reconciliation. Documents must be provided upon return from travel to Caron Kiley for review. Once documents are approved student will be reimbursed accordingly not to exceed the total authorized. The PhD Excellence Fund will not reimburse any expenses made without the approved proposal. Proposals submitted must comply with policy guidelines or they will be denied. In addition, student must provide a report to the PhD Committee by the end of the academic year student was awarded with the following information:

- 1) Details on the actual use of the funds (date, payee, amount,). Note that funds need to be spent during the period of this award (i.e., no later than August 31st).
- 2) A statement describing whether you were able to accomplish the goal stated in the funding request. If not, why not?

It is currently anticipated that the college will allocate a similar amount of funds for a similar program in the 2022/23 academic year.

This policy is consistent with the overarching PhD Student Research Grants Policy.

Sample Itemized Travel Budget and Reconciliation - Excellence Fund Award

Name: _____ PhD Program: _____ Proposal # _____

Item	Amount budgeted		Amount Spent*	
<i>maximum award of \$1,500.00 is inclusive of the Graduate School (GSPD Award)</i>				
Conference Registration	\$	300	\$	300
Airfare	\$	500	\$	500
Hotel				
Day 1	\$	120	\$	115
Day 2	\$	120		
Day 3	\$	120		
Meals				
Day 1				
Breakfast	\$	10	\$	8
Lunch	\$	15	\$	13
Dinner	\$	20	\$	17
Day 2				
Breakfast	\$	10	\$	8
Lunch	\$	15	\$	13
Dinner	\$	20	\$	17
Day 3				
Breakfast	\$	10	\$	8
Lunch	\$	15	\$	13
Dinner	\$	20	\$	17
Transportation				
From Airport to Hotel	\$	30	\$	8
from Hotel to Airport	\$	30	\$	13
Other 1				
Explain Here				
Other 2				
Explain Here				
Total	\$	1,355	\$	1,050

** To be reimbursed, receipts must be provided for every expense (no combined receipts). No reimbursement will take place without receipts and no reimbursement will be made without the PhD Program Committee's approval of the proposal. Variances relative to budgeted amounts need to be explained. All requests for reimbursement must be approved prior by Caron Kiley.*