

**COLA GRADUATE COORDINATOR PROFESSIONAL DEVELOPMENT INITIATIVE
TRAVEL GRANT APPLICATION**

Please complete this form and submit it with the materials indicated in the instructions below.

The Office of the Associate Dean for Research will offer five awards of \$600 each to COLA Graduate Coordinators, to be used toward attending a conference in the discipline where they are employed. It is possible that this amount will cover much of the expense of attending a regional conference, but it will not go as far for a large national conference. For Graduate Coordinators who plan to attend a national meeting, it is our hope that departments will contribute the rest of the funds needed to cover the total cost. Recipients will be asked to submit a written report following their attendance at a conference.

ELIGIBILITY:

- Graduate Coordinators from all COLA units, with at least two years as a graduate coordinator in a COLA department/center, are invited to apply.
- Our focus in this grant is on including Graduate Coordinators in discipline-specific conversations at the regional and national level, which will strengthen their ability to mentor departmental graduate students in the areas of professional development and career plans.

INSTRUCTIONS: The following materials must be received in GEB 3.208, Mail Code G6000, at least two weeks prior to your departure date.

1. This form.
2. A copy of confirmed registration for a conference.

NAME	UTEID
DEPT/CENTER	EMAIL

Sponsoring organization and meeting name (please do not use initials); include URL of conference announcement, if available.

Location of meeting and dates

Authorized absence to extend from (date) to

Applicant's signature Date

Chair/Director's certification: I certify that _____ meets the eligibility criteria and that his/her attendance and participation in this conference is a significant professional development opportunity that will enhance his/her ability to serve our department/center and its graduate students.

Chair/Director's Name

Chair/Director's signature Date

Please email the completed application as a .pdf file to Erica Whittington, whittington@austin.utexas.edu. You will receive an award notification via email. Award funds will be distributed as a reimbursement by your department's staff. Applications will be processed in the order in which they are received.