

Frequently asked questions about Research/Conference Travel Graduate Fellowships (LAGF)

Regarding terms of the fellowship

How much is a research/conference travel fellowship?

Maximum \$2,000 awards.

How often is the competition held?

The Fellowship competition is held twice each semester.

Can I apply more than once in a given year?

Yes, you may apply more than once, but students who have not been awarded will be given preference.

When is the best time to apply for the Fellowship?

Since there will be four competitions each academic year, you should apply in the semester before your planned research or travel to conference.

Do I have to be enrolled full-time during the period of award?

Yes, during the long sessions. During the summer it is not a requirement.

How will the fellowship be paid and when?

The fellowship will be direct deposited if you have provided bank information. If not, a check will be mailed to your local address. The awards will be processed within four weeks of notification, or at the end of the semester of award.

If I am on financial aid, how will this fellowship affect my FA package?

You should contact your financial aid counselor to see how the fellowship will affect your status.

Regarding the online application

Do I have to fill out the whole profile?

Only those fields indicated as required have to be filled out. The other fields are optional.

How long should the summary of the research proposal be?

No more than one page (25 lines).

What kind of documentation do you need for the budget?

For airfare, please use a quote from an online booking system or travel agency. For other research items, cite your source for the expense, or a note on how amounts were calculated.

If awarded, do I need to submit receipts?

No, you do not need to submit receipts for expenses, but keep them for your own records.

Regarding the letter of recommendation

Where do I indicate to whom I will request the letter of recommendation?

In the profile, there is a place to put the name of your recommenders.

How do I request a letter of recommendation?

Once you have submitted your completed application, an e-mail goes out to the professor requesting the submission of the letter of recommendation.

Can the letter of recommendation be from any professor?

The letter should be from your advising professor or a professor that is familiar with your work.

What if I want to attend a conference and don't have an advising professor?

You must have departmental support to apply for a fellowship to attend a meeting. Ask a professor that is willing to write a letter of recommendation for that purpose.

If I were planning to present at a conference, but did not, can I still apply to attend?

Yes

What other requirements are there?

A brief report should be submitted before the end of the academic year, August 31, or December 31 if awarded during the spring.

Do I have to write a thank you letter?

Yes, a thank you letter should be sent to the Dean of Liberal Arts, c/o Priscilla Ebert, Scholarship Office, Gebauer Building 2.200, G6310. U.S. mail should be sent to UT Austin, College of Liberal Arts, Austin, Texas 78712.