



Travel Grants 101

Last Updated: August 2016

What is an Individual travel grant?

A travel grant is an allotted amount of money out of the UGGS budget for students and groups to use in advancing their graduate educations and careers. Money can be used on conferences, speaking events, university visits, and other trips related to your academic career. The money IS A REIMBURSEMENT, meaning you will get the money after you travel.

How much can I get in a financial grant?

The max an individual may receive is \$300 for the travel grant received. Group Grants can go as high as \$700.

What is the difference between a Group Grant and an Individual Grant?

Group grants are given out each year to organizations on the CU Boulder campus for events and outreach. Typically grants of this nature are given for Graduate events or events that also cater to graduate students needs. Individual grants are designed for CU Boulder students to use to travel for a variety of academic purposes. Please see the Rules and Procedures document for a list of such possible purposes.

Are there any restrictions to the type of travel?

In addition to meeting the educational/ academic purpose as spelled out in the Rules and Procedures found on the UGGS website, travel must be within the United States, Canada, Mexico, and US territories. International travel will not be funded, regardless of the merit of the event. Additionally, no funding will be provided for food or personal expenses on the trip.

How do I apply?

You will need to submit an online application in order to apply for a travel grant. In addition, you will need to submit a copy of your transcript and a one-page essay (see Rules and Procedures on formatting).

Where do I go to get started?

You've found it!! All the materials you will need for the most part are at this website, our UGGS homepage (<http://www.colorado.edu/uggs/>). There will be a tab available called "Grants" that will include the application process itself. When applying, be sure to upload a copy of your transcript as well as a copy of your one-page essay. See Rules and Procedures for formatting requirements.

Who should I contact if I have questions?

While you are welcome to reach out to any of the UGGS offices at any time, note that the VP of Finance will not be part of the scoring process. Therefore, if you have specific questions, please direct them to the VP of Finance.

Where is the UGGS Office if I need to meet or have questions?

UMC 127 (Bottom Floor right next to the CUSG Offices near the Bowling Alley)

When is the VP of Finance available to meet if I have questions?

The current VP of Finance is Matthew Yarbrough. He holds office hours every week on Tuesdays from 8:30am to 10:30am in the UGGS Office, UMC 127. In addition, you can contact him personally at maya5022@colorado.edu if you would like to set up an individualized appointment.

How is my application graded overall?

Each application is broken down in the formula listed in the Rules and Procedures document. Three individuals will be selected to grade your essay and score it from 1 to 10. Those scores, as well as your GPA and Departmental Participation Score (see Rules and Procedures) are then figured into a formula that produces an overall raw score. The top raw scores are then awarded travel grants. The percentages each element is worth are listed on the Grading Rubric.

How do you ensure fairness in scoring?

Your names are redacted on all essays enabling the scoring to be blind. Only the VP of Finance will see your transcript enabling a level of fairness in regards to academics. Lastly, evaluators are not allowed to score individuals from their own departments.

Is there a rubric or example essays to help me write mine?

There are! Both a rubric and sample essays are available on the Grants folder of our UGGS Website!

What is the turnover rate of receiving your grant following your trip?

Assuming you bring in your receipts right away, there typically is a two week lag time that it will take your grant check to be processed and sent out. This can be reduced slightly if you opt to pick up your check instead of having it mailed.

Can I apply for a travel grant if I have already received one in a previous semester?

No. Due to the high volume of applicants we are unable to offer funding to the same student more than once. This is subject to based on demand.

How do I make sure I get the money I am awarded?

In this case, the VP of Finance will be your guide. Once you return from your trip, you will need to first visit with the VP of Finance during Office Hours or another scheduled time to drop off your receipts. You will then be taken to the Center for Student Involvement Office where you will indicate where you would like your reimbursement check sent. Itemized receipts clearly showing what was purchased (hotel receipts, airline confirmation, etc.) along with proof of payment (credit card or bank statement showing the charge) will be required for reimbursements to be processed.

My trip has ended. Is there a time limit to completing my reimbursement?

YES! You must have submitted receipts to begin processing your travel grant reimbursement within **30 days!** This means that if you do not plan to come right back to CU Boulder following your trip, you need to contact the VP of Finance and explain the situation. Digital submission may be accepted depending on the situation.

What happens if I do not get accepted?

Due to the high level of competition for travel grants and limited financial resources, we typically have to decline some grant requests. In that case, the VP of Finance will be including a personal list of comments from each of the three evaluators detailing why they may have scored the essay lower. Additionally, you will receive an email from the VP of Finance will should your application was disqualified due to any rules violations.

Can I get feedback on my application afterward?

If your application is denied for a travel grant, the VP of Finance will send out detailed feedback from your three graders as to why your essay may have received low scores. If you did receive a travel grant, you will only receive such feedback on why your essay was scored appropriately if you request such commentary afterward.