UGGS Travel Grant “CAUCUS” Process

**Consider**
- Gather the details of the conference/event/etc. that you would like to attend.
- Verify the details abide by the Travel Grant Policies listed on the TG 101 Document.

**Apply**
- Apply online at http://www.colorado.edu/uggs/grants including the one page essay.
- Details on essay rubric are available on the same website. Contact Matt Yarbrough with questions or concerns at uggsinfo@gmail.com.

**Understand**
- Wait! The process typically takes two weeks from the close of the application window to hear back.
- Everyone will be contacted by email within two weeks as to whether they received a grant.

**Coordinate**
- If you receive a grant, continue planning your trip!
- Plan to come 1 hour early to the UGGS Assembly meeting after you receive a grant in order to fill out paperwork with the VP of Finance. The date of that next Assembly meeting will be included in your acceptance email!

**Universalize**
- Enjoy your trip! Do great things and make it worth the process!
- Remember, you WILL NOT receive your travel grant money until after your trip when you bring in your receipts and proof of payment. For questions as to why, see the TG 101 Document.

**Secure**
- Welcome back! Once you return, please visit Matt Yarbrough in the UGGS Office (UMC 127) to give him all necessary paperwork and receipts from your trip.
- Matt’s Office Hours are Tuesday Mornings from 8:30am-10:30am. If there is a schedule interference, please email uggsinfo@gmail.com to set up a time.
- Remember, all the paperwork will be filed with the CSI before the money is processed back to you. Reimbursements can take as much time as two weeks depending on the caseload.