

TCU Graduate Studies Research & Creative Activities Fellowship Grant Application

Fiscal Year 2026-2027: June 1st 2026-May 31st 2027

Name _____ TCU Email _____

College _____ Department _____ Program _____

Degree being sought _____ Anticipated Graduation Date _____

Travel Destination _____ Departure _____ Return _____

Reason for Travel

☐ Presentation of research results

Name of conference (non-abbreviated) _____

Name of presentation: _____

Type of presentation ☐ Paper ☐ Poster ☐ Other _____

Registration: \$ _____ Transportation: \$ _____ Lodging: \$ _____

✍ Attach a hard copy of confirmation of acceptance and abstract

☐ Creative Performance (Fine Arts students)

Type of Creative Performance _____

Name of event or site where performance is held _____

Transportation: \$ _____ Lodging\$: _____ Registration\$: _____

✍ Attach hard copy of your confirmation of acceptance and/or participation

Total Estimated Cost: \$ _____

Do you have other sources of funding for this travel?

☐ No ☐ Yes Please list the sources and amounts _____

Have you previously received a Graduate Student Travel Grant?

☐ No ☐ Yes

Form updated 9.23.26

Please see the [TCU Graduate Studies Research & Creative Activities Fellowship](#) website for requirements.

Endorsements (original signatures required)

Applicant's Signature

Department Advisor or Chair PRINT

Dean's Office PRINT

Department Advisor or Chair SIGNATURE

Dean's Office SIGNATURE

TCU Graduate Studies Research & Creative Activities Fellowship

2026-27 Policies & Procedures

The TCU Graduate Studies Research & Creative Activities Fellowship Program has been established to support travel of graduate students for purposes directly related to research presentations. Funds may be used by graduate students to present the results of their TCU research in the form of a paper, poster or creative performance. Grants are not awarded for travel with the purpose of data collection. Students from all academic departments are welcome and encouraged to submit grant applications. While co-funded by the Graduate Student Senate, the Office of Graduate Studies administers the graduate student travel grants.

The maximum award is \$800 for domestic travel and \$1,000 for an international destination. Limited funds are available. Travel grants are awarded on a first come, first served basis, assuming applications are complete and accompanied by required documents. During the spring semester, however, priority may be given to students who have not received a previous travel award. Students are eligible for one award per academic year (June 1 - May 31).

Before & During Your Travel

Completed applications (including proof of acceptance to the event and a description of research) must be submitted to the Office of Graduate Studies (tcugradstudies@tcu.edu) at least **30 days prior to travel**. Incomplete applications will be returned to applicant for necessary revisions. Travel must be completed for funds to be disbursed. Travel that is ineligible for a TCU Graduate Studies Research & Creative Activities Fellowship includes: class trips, travel for class projects, data collection trips, and travel for professional development not directly related to research. Students will be notified via email of their **approval for a travel grant as well as detailed instructions for reimbursement**.

Travel must be registered at TCU Global:

https://tcuglobal.tcu.edu/register-travel/?_ga=2.240525187.1630458813.1688994380-389302058.1653600051

While not required for your approval for a travel grant, we ask that you provide photographs of you presenting, doing research, networking, etc. while on your sponsored trip. These pictures will appear on the Graduate Studies website and Facebook page, and/or GSS website. Email tcugradstudies@tcu.edu a completed photo release form and your photos at the time you submit your reimbursement form.

After Your Travel

As of October 1, 2023, TCU Financial Services has implemented a new system (SAP Concur Travel). Go to this site to get started - <https://finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php#accd23e320-before-travel>. Expenses must be submitted within 30 calendar days after the sponsored travel.

Tax Exemption

The University is exempt from Texas sales tax. Faculty and staff should review expenses as they are incurred to verify that sales tax has not been assessed. In the case of hotel taxes, the University is exempt from Texas hotel occupancy tax. The University is not exempt from the city portion of the hotel occupancy tax. Although not required to do so, some other states also may honor the University's exemptions. Copies of the University's Texas Sales Tax Exemption and Texas Hotel Occupancy Tax Exemption forms are available in the Financial Services Office. These forms should be submitted to the hotel at the time of registration/check-in.

In plain English: If you are traveling within the state of Texas, your hotel will add to your bill Hotel Occupancy taxes, some of which your travel grant may not cover. Download and print the tax exemption form from the TCU Graduate Studies website, give it to the hotel when your check in, and they will not charge you the taxes TCU wouldn't be covering. Hotels in other states may or may not honor TCU's tax exemptions but it's worth a try to save a few bucks.

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