

**Graduate Recruiting Travel Grant  
Request Form  
Due two weeks prior to the event date**

Unit(s) requesting grant \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_ e-mail \_\_\_\_\_

A staff or faculty member must be the primary contact for the grant application and distribution process.

You may propose up to two events to attend and/or visits to implement. Every effort will be made to fund your first choice. You must attach a copy of an invitation, flier, brochure or a web link that provides a description of any event(s) you would like to attend. If you are requesting funds for a department-initiated activity, such as a faculty team visiting a series of schools, you should describe the activities and anticipated outcome in an attached document. On the line labeled "Diversity" please describe in 1-2 sentences how this event will help increase diversity in your program and/or the general UT population.

Please provide details in the **budget section** regarding how you plan to spend the money (i.e., registration costs, airfare, etc.). The total cost of all items should add up to the requested grant amount plus the amount coming from other sources (i.e., department or college funds, grant, etc.).

First Choice Event/Activity \_\_\_\_\_

Location (city and state) \_\_\_\_\_ Date and Time \_\_\_\_\_

Who will attend? (name and title)

1. \_\_\_\_\_ Email Address \_\_\_\_\_

2. \_\_\_\_\_ Email Address \_\_\_\_\_

Requested Grant Amount \_\_\_\_\_ Amount to be provided by other source(s) \_\_\_\_\_

Budget:

Diversity:

Second Choice Event/Activity \_\_\_\_\_

Location (city and state) \_\_\_\_\_ Date and Time \_\_\_\_\_

Who will attend? (name and title)

1. \_\_\_\_\_

2. \_\_\_\_\_

Requested Grant Amount \_\_\_\_\_ Amount to be provided by other source(s) \_\_\_\_\_

Budget:

Diversity:

Approval:

\_\_\_\_\_  
Department Chair Name

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

Submit this application form, any descriptive attachments, your half page summary of how this event will support your area, and the Recruiting Materials Request Form to Nigel Pierce, Graduate School, Main Building 101, G0400.