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# George & Barbara BUSH FOUNDATION

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## UNDERGRADUATE STUDENT TRAVEL GRANT GUIDELINES

The George & Barbara Bush Foundation Undergraduate Student Travel Grant Program is designed to provide educational opportunities to full-time Texas A&M University undergraduate students in amounts up to \$750 per student.

*Awards are available for distribution beginning January 1, 2022.  
Eligible travel must take place between January 1 – December 31, 2022*

### Use of Grants

- Student Travel Grants are awarded directly to the student to support travel to conferences, research projects, study or internships in the United States or abroad.
- Provides a one-time grant of up to \$750 to full-time undergraduate students in each college at Texas A&M.

### General Requirements

- Student must be a full time student at Texas A&M University at the time of travel.
- If a student is not of full-time status during the time of travel, exceptions will be made as long as the student meets full-time requirements the following semester.
- Student must meet academic and programmatic criteria as determined by his/her college.
- Student's travel must be consistent with the student's college objectives.
- Student must complete application provided and submit no later than November 8.

### Travel Grant Process

**October 11** : The application process begins. The Department of Undergraduate Studies will notify Deans of new guidelines. Deans will notify Department Heads.

**November 8** : Interested students should submit their application form to their college Department Head.

**November 22** : Each college Department Head reviews applications and forwards all qualified applications to their appropriate college Dean.

**December 6** : Each college Dean reviews applications, selects appropriate number of student travel grant recipients and submits to the Texas A&M University Department of Undergraduate Studies.

**December 13**: Department of Undergraduate Studies notifies the George & Barbara Bush Foundation of grant recipients.

**December 20** : All recipients will be notified of award status.

**January 1** : Award funds are available for use.

### Requirements for Grant Recipients

- Eligible travel must take place after the award has been made and within the following dates: **January 1 – December 31** of the award year.
- A **trip evaluation report** is **required** within one month following the completion of travel. Each recipient must submit a two-page summary report to Dr. Valerie Balester, Assistant Provost for Undergraduate Studies at Texas A&M University. (mail: 1125 TAMU or email: [v-balester@tamu.edu](mailto:v-balester@tamu.edu)).

**If you have questions or need additional information, please contact Georgia Hines at 845-3210.**

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## UNDERGRADUATE STUDENT TRAVEL GRANT APPLICATION

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Date:

COLLEGE OF

STUDENT INFORMATION

Name:

UIN:

Address:

City:

State:

Zip:

Phone:

Email:

Department:

Major:

Class:

TRAVEL INFORMATION

Location of Travel (if a conference, please include the sponsoring academic group):

Date(s) of Travel:

Purpose of Travel:

- Present at a Conference
- Attend a Conference
- Research Project

- Study or Class
- Internship
- Other:

Briefly describe the specific purpose and activities of your travel. If you are presenting at conference or working on a research project, please attach an abstract of the paper and/or project. Attach additional sheets as needed.

How will this travel opportunity impact your academic study? Attach additional sheets as needed.

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**The application process begins October 11.**

**STUDENTS** - Return this application to your college Department Head by November 8

**DEPARTMENT HEADS** - Return all eligible applications to your college Dean by November 22

**DEANS** - Return appropriate number of application(s) to the Department of Undergraduate Studies (Dr. Valerie Balester - 1125 TAMU or 458-1890 fax) by December 6.