



GEORGE BUSH PRESIDENTIAL LIBRARY FOUNDATION

UNDERGRADUATE STUDENT TRAVEL GRANT GUIDELINES

The George 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 distributed each January. Eligible travel must take place between January 1 – December 31, 2016

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 1.

Travel Grant Process

During the fall semester, each college at Texas A&M University is to announce the availability of the Student Travel Grant to their students.

November 1 : Interested students should submit their application form to their college Department Head.

November 15 : Each college Department Head reviews applications and forwards all qualified applications to their appropriate college Dean.

November 30 : 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 5 : Department of Undergraduate Studies notifies the George Bush Foundation of grant recipients.

December 10 : 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).

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