Professional Development Travel Award Guidelines
Academic Year 2019-2020

The Department of Psychological and Brain Sciences receives funds from the College of Liberal Arts to support strategic programs for graduate students. The bulk of these funds are used to support professional development opportunities for students. These can include, but are not limited to, attending short courses during the summer or between long semesters at another institution (e.g., ICPSR Summer Methods Program), intensive language courses to develop research skills and other similar activities. Dissertation related research travel and travel to conferences to present papers cannot be supported with these funds.

Attached is a program application for professional development activities that will occur during the current academic and fiscal year (that is, activities that will be completed by August 31, 2020).

Eligibility
Graduate students are eligible to apply for this award at any time during their academic program. Students who have already received an award can reapply for support for new activities.

Contents of Application Packet
Each student should submit an application packet (in PDF format) containing the following elements in this order:
1) A copy of the Application Form (attached). No handwritten forms will be accepted.
2) A memo of support from the student’s committee chair (250 words max.)
3) A copy of the student’s curriculum vitae.

Submission Deadline – 5PM, April 1
Application packets should be submitted to: Takashi Yamauchi, Associate Head of Graduate Studies, by email (takashi-yamauchi@tamu.edu)

Award: up to $1,500/application (~$4,500 in total)

Evaluation Criteria – Applications are evaluated based on their contribution to the student’s program of studies and the development of professional skills useful for academic career advancement.

Selection Process - Nominations will be evaluated by the Department Head and Associate Head of Graduate Studies.

Reporting on Use of Funds – Students receiving awards will be required to submit a one-page report on how they used these funds for the activity covered by the award; they are also required to share their newly acquired research skills widely with their peers. Any certifications of program attendance or completion should also be included in the report. This report is due by August 31, 2020.
Professional Development Travel Award Application
Academic Year 2019-2020

Graduate Student Name: ___________________________  UIN ___________________________

Student’s Email: __________________________________________

Area (highlight in green): BCN, CCN, Clinical, SPP, I-O  Year in Program ______

Passed prelims? Yes  No  If yes, provide date: _______  Admitted to candidacy? Yes  No

Title of program/activity: __________________________________________

Program (travel) start date: ________________________  Program (travel) end date: ________________

Brief description of program to be attended:

Brief description of research skills to be acquired:

Brief description of research skill sharing plan (e.g., presenting the newly acquired research skill at an area colloquium):

Brief explanation of how this will enhance professional development and job market prospects:

Approximate total cost of attendance: $ ________________

Other sources of funding (please list sources and amounts):
_________________________________________________________

Amount of funding requested from Department of Psychology: $ ________________

Graduate Student Signature ___________________________  Date ________________

Important Note to Students: All travels that take place between August 10 to 31 need to be reported by August 10 in CONCUR, and the funds must be used by August 31. Please note that the application requires a letter of endorsement from your Committee Chair.

This form is due to Takashi Yamauchi (takashi-yamauchi@tamu.edu), Associate Head of Graduate Studies, no later than April 1, 2020. Requests for funds for professional development activities already completed are eligible and will be considered for funding on a case-by-case basis as long as the activity took place on or after September 1, 2019. A digital copy (in PDF format) of the completed application should be returned to the Associate Head of Graduate Studies (Takashi Yamauchi) by email (takashi-yamauchi@tamu.edu).
Memo of support from the student's committee chair

Rationale for selection (why is this important for the student? How does this enhance our doctoral program?) (Max. 250 words)

Faculty Name: __________________________

Area (highlight in green): BCN, CCN, Clinical, SPP, I-O