

Mini-Grant Application
Department of Hospitality, Hotel Management and Tourism
(See page 2 for rules and procedures for requesting funds)

Name _____ Date _____ UIN _____

M.Sc. _____ Ph.D. _____ Email _____ Phone _____

Amount Requested from Mini-Grant Program \$ _____

Amount of match provided by Student's Committee Chair or other faculty member \$ _____

Account # for these matching funds _____

Please answer all of the following (additional information may be continued on separate sheets).

1. How will requested funds be used? Please give details including dates, location, and paper/poster title if applicable.

2. Estimated expenses for above. Please itemize and justify (e.g., hotel, travel registration, etc.)

3. Is/was your research or conference presentation supported by another grant or contract?
Yes _____ No _____
If yes, which grant or contract and why is the mini-grant still necessary?

4. Please outline any relevant reasons why this application should be given special consideration.

Signature of Student

Signature of Student's Committee Chair

*In order to be reimbursed, receipts must be turned in within 1 week of date expense was incurred.

Approved _____ Denied _____ Reason _____

Date _____ Signature of Associate Department Head _____

HMGT Graduate Student Mini-Grants

1. The purpose of HMGT Graduate Student mini-grants (in priority order) is to:
 - a. support graduate research;
 - b. help defray travel expenses of graduate students attending professional meetings to present research papers; and
 - c. help defray travel expenses of graduate students attending professional or educational training conferences.

Mini-grants related to travel are primarily intended for regional and national meetings but international conferences will be considered (subject to the predefined dollar limit per student per year).

2. The maximum amounts for various types of mini-grants are listed below:
 - a. Attending a conference to present a paper \$350
 - b. Attending a conference to present a poster session \$350
 - c. Attending a professional conference \$200
 - d. Unfunded research (data collection, field expenses, etc.)
 - First priority dissertation/thesis research \$350
 - Second priority: other research projects \$250

*Conferences and meetings should be of recognized professional societies.

3. \$500 from department (in any combination of mini-grants) is the **MAXIMUM AMOUNT** any student may receive in one academic year (September 1st to August 31st). For each round of funding, primary consideration will be given to applicants who have not already received financial help from the mini-grant program.
4. The application must be on the correct form (Page 1) and signed by the chairperson of the student's advisory committee. By signing the application, the chairperson is endorsing:
 - a. The academic merit of the proposed activity;
 - b. Eligibility of the applicant for funding under the mini-grant guidelines.
5. The student's advisory committee chair must indicate the amount and account number of matching funds they are willing to supply from grant or other sources. An approximate 50% match is recommended. For example, if a student requests a total of \$350, it is expected that the mini-grant program would supply \$175 and the faculty member would supply \$175. In no case can the amount of funds the student receives from the mini-grant program exceed the amounts noted in (2) above. However, if the student's total request is \$700, for example, and the faculty member supplies 50%, the student will be given strong consideration to receive \$350 from the mini-grant program.
6. Mini-grant applications will be solicited in September and January. Request for reimbursement of expenses already incurred (within the calendar year) will only be considered in extreme cases and are generally not recommended for funding.
7. The applicant must complete the mini-grant application form and should clearly indicate the nature and specific objectives of the proposed activities. A proposed budget must be clearly stated.

The budget should be brief but must list specific items (including a breakdown of proposed expenses for travel, lodging, etc.) for which support is requested. The amounts requested must be realistic rather than a convenient figure or an overestimate. No monies will be disbursed without valid receipt for expenses actually incurred.
8. Applicants will be notified in writing as to whether or not funding is available for the proposed activity.
9. If approved, email Kathy Junek (Kathy.junek@tamu.edu) at least 6 weeks ahead of your trip to begin travel card procurement procedures.