

TRAVEL GRANTS GUIDE

This guide provides a step-by-step process on how to submit a travel grant application through Engage. If you have any questions on how to submit a travel grant application, please contact our Co-Travel Grants Coordinators Colby Morrison (morrisck@uab.edu) or Afsheen Fatima (afatima2@uab.edu).

For your reference, please follow steps below to help with the budget request process.



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PART 1: BEFORE YOUR CONFERENCE

STEP 1

The Pre Conference form should be filled out **at least 3 weeks before conference**. Use the links below to access the pre-travel and post-conference forms!

[Pre Conference Form \(2025-2026\)](#)

<https://uab.campuslabs.com/engage/submitter/form/start/607225>

STEP 2

Fill out all of the general information requirements on the first page!

* First Name:
<input type="text"/>
Middle Name:
<input type="text"/>
* Last Name:
<input type="text"/>
* BlazerID:
<input type="text"/>
* Student ID Number (B0_____)
<input type="text"/>
* Phone Number:
<input type="text"/>
* Classification:
<input type="text"/> ...



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STEP 3

On the next page, fill out required conference details.

<input checked="" type="checkbox"/>	Page:	2	Sequence:	14	
* Conference/Convention Name					
<input type="text"/>					

<input checked="" type="checkbox"/>	Page:	2	Sequence:	15	
* Conference/Convention Location (City, State, Country)					
<input type="text"/>					

<input checked="" type="checkbox"/>	Page:	2	Sequence:	16	
* Conference/Convention Date (MM/DD/YY)					
<input type="text"/>					

STEP 4

Please take your time to answer these questions on Page 3!

<input checked="" type="checkbox"/>	Page:	3	Sequence:	23	
* How will you be representing UAB at this conference?					
<input type="text"/>					

<input checked="" type="checkbox"/>	Page:	3	Sequence:	24	
* How will your student experience be improved by attending this conference/convention?					
<input type="text"/>					

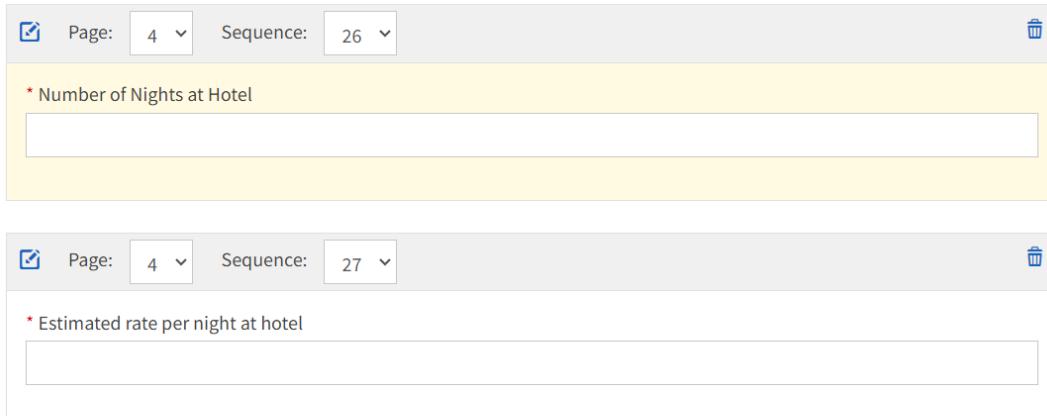


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STEP 5

Enter all Expense Details on Page 4 and Click on "Save and Next" at the bottom .



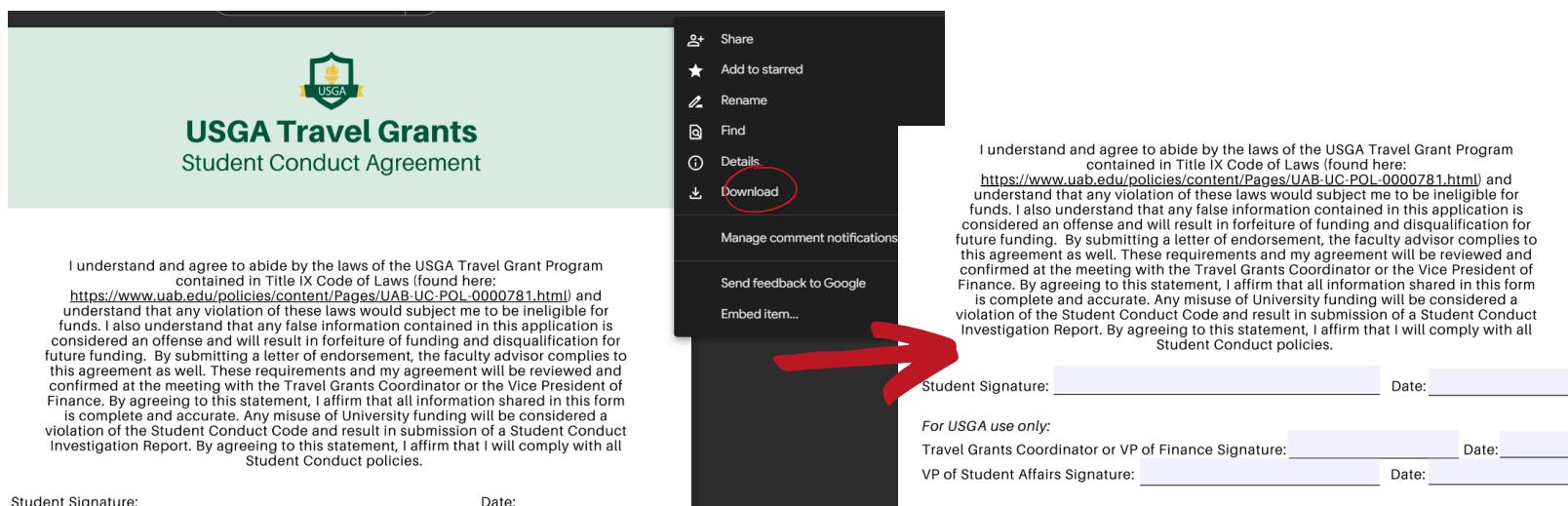
STEP 6

Download all of the forms
hyperlinked on page 5.

Please fill out these forms. Note that they are all fillable PDFs, so download them from the google drive link to appropriately edit them.

Form #1: [Student Conduct Agreement](#)
Form #2: [Letter of Endorsement](#)
Form #3: [Pre-Travel Forms](#)

Ensure that you download the forms as a pdf from the google drive link to use them as a fillable form as shown in the right image.



USGA Travel Grants
Student Conduct Agreement

I understand and agree to abide by the laws of the USGA Travel Grant Program contained in Title IX Code of Laws (found here: <https://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000781.html>) and understand that any violation of these laws would subject me to be ineligible for funds. I also understand that any false information contained in this application is considered an offense and will result in forfeiture of funding and disqualification for future funding. By submitting a letter of endorsement, the faculty advisor complies to this agreement as well. These requirements and my agreement will be reviewed and confirmed at the meeting with the Travel Grants Coordinator or the Vice President of Finance. By agreeing to this statement, I affirm that all information shared in this form is complete and accurate. Any misuse of University funding will be considered a violation of the Student Conduct Code and result in submission of a Student Conduct Investigation Report. By agreeing to this statement, I affirm that I will comply with all Student Conduct policies.

Student Signature: _____ Date: _____

For USGA use only:
Travel Grants Coordinator or VP of Finance Signature: _____ Date: _____
VP of Student Affairs Signature: _____ Date: _____



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STEP 7

Fill out all forms appropriately and upload these forms to Travel Grant Application.
Leave the "For USGA use only:" fields blank.

**Letter of Endorsement will need to be signed by Primary Investigator (PI)

Student Signature: _____ Date: _____

For USGA use only:

Travel Grants Coordinator or VP of Finance Signature: _____ Date: _____

VP of Student Affairs Signature: _____ Date: _____

STEP 8

Initial your agreement to the Terms and Conditions present on Page 6.

*** Media Release**

If funding is granted:

I give the USGA Division of Communications and Finance permission to contact me about my conference and share my experiences through USGA media outlets. News about this project will be shared through social media when appropriate and tag UAB USGA.

Please indicate your agreement to the above statements for funding by entering your initials:

Page: 6 Sequence: 35

*** Terms and Conditions:**

I understand and agree to abide by the laws of the USGA Travel Grant Program contained in Title IX Code of Laws (found [here](#)) and understand that any violation of these laws would subject me to be ineligible for funds. I also understand that any false information contained in this application is considered an offense and will result in forfeiture of funding and disqualification for future funding. By submitting a letter of endorsement, the faculty advisor complies with this agreement as well. These requirements and my agreement will be reviewed and confirmed at the meeting with the Travel Grants Coordinator or the Vice President of Finance. By agreeing to this statement, I affirm that all information shared in this form is complete and accurate.

Please indicate your agreement to the above statements for funding by entering your initials.



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PART 2: AFTER YOUR CONFERENCE

STEP 1

Upon conclusion of your conference, **you have two weeks to complete the Travel Grant Post-Conference/Convention Form**. Use the post-travel link to begin this application.

STEP 2

Fill out relevant general information!

<input checked="" type="checkbox"/>	Page: 1	Sequence: 2	
* First Name			
<input type="text"/>			

<input checked="" type="checkbox"/>	Page: 1	Sequence: 3	
Middle Name			
<input type="text"/>			

<input checked="" type="checkbox"/>	Page: 1	Sequence: 4	
* Last Name			
<input type="text"/>			



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STEP 3

Be sure to add any organization that are matching your travel grant here! This field is very important!!! Otherwise, leave blank.

Page: 1 Sequence: 9 Delete

Endorsing Department/Organization:

STEP 4

Fill out relevant conference details!

* Conference/Convention Name

Page: 1 Sequence: 11 Delete

* Conference/Convention Date

Page: 1 Sequence: 12 Delete

* Was your conference/convention in-person or virtual?

- In-Person
- Virtual



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STEP 5

Click on "Next" when you reach the end of the form and have answered all the questions.

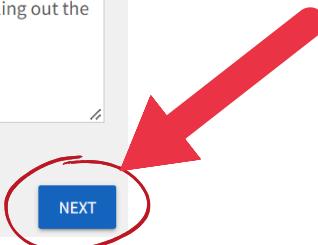
If you were able to do so, how would you rate the process of getting your department to match USGA?

Very Easy
 Easy
 OK
 Difficult
 Very Difficult

Do you have any other thoughts or comments about USGA's Travel Grant application process (i.e., what you liked about the application process, suggestions on how the application process could be improved, etc.)? If so, please put them below.

The process was easy to follow and the guide really helped in finding and filling out the application/form.

NEXT



STEP 6

Review your submission and submit.

Submission

PRINT

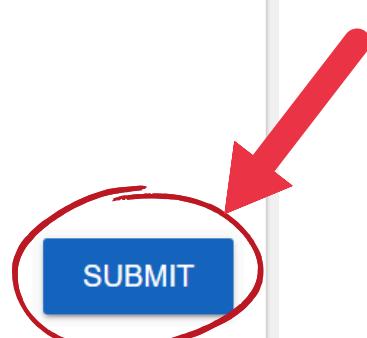
In Progress

Travel Grant Post-Conference/Convention Form 2022-2023

1. Travel Grant Post-Conference/Convention Form 2022-2023

◦ Page 1

SUBMIT





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STEP 7

The next steps are uploading all relevant documents (conference details/receipts/other supporting documents). Please take time to appropriately organize your information because this will be the basis of which you get your money.

**Please convert all files to PDF form and upload accordingly.

<input checked="" type="checkbox"/>	Page:	1	Sequence:	16	<input type="button" value=""/>
* Conference or Convention Itinerary (PDF)					
<input type="button" value="UPLOAD FILE"/>					

<input checked="" type="checkbox"/>	Page:	1	Sequence:	17	<input type="button" value=""/>
Registration Receipt					
Please upload ALL receipts for registration-related expenses. Please combine all receipts into one PDF document .					
<input type="button" value="UPLOAD FILE"/>					



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STEP 8

Answer relevant travel grant feedback questions. Please leave any comments to make process better.

* How likely are you to recommend a friend to apply for a USGA Travel Grant?

- Very Likely
- Likely
- Neutral
- Unlikely
- Very Unlikely

<input checked="" type="checkbox"/>	Page:	1	Sequence:	24	Delete
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*
If you were able to do so, how would you rate the process of getting your department to match USGA?

- Very Easy
- Easy
- OK
- Difficult
- Very Difficult
- N/A

<input checked="" type="checkbox"/>	Page:	1	Sequence:	25	Delete
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Do you have any other thoughts or comments about USGA's Travel Grant application process (i.e., what you liked about the application process, suggestions on how the application process could be improved, etc.)? If so, please put them below.



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REMINDERS:

- All documentation uploaded must be in PDF Format.
- If you need to ask an extension, it must be granted before your initial deadline. The Travel Grants Coordinator reserves the right to deny your application if you do not meet the expected deadlines.
- Each conference attendee is responsible for his or her own submissions and deadlines.
- Do not submit documentation by email unless specifically requested by the Travel Grants Coordinator.

STEP 9

Wait 6-10 weeks for your check to be reimbursed and sent to your home address as listed on BlazerNet.