KOLODZEY TRAVEL GRANTS
Department of Civil, Architectural and Environmental Engineering
Cockrell School of Engineering
University of Texas at Austin
2017-2018

The objective of the Kolodzey Travel Grants is to provide an opportunity for PhD students in the Department of Civil, Architectural and Environmental Engineering to attend technical conferences, make oral or poster presentations about their dissertation research, and develop a network of colleagues at other universities. Students with these experiences will be better prepared to embark on careers that reflect well on the CAEE department and UT. Preference will be given to students whose record of performance, application letter, and nomination letter from their advisor all reflect how attending the conference will provide opportunities that advance their career opportunities and benefit CAEE and UT. At a minimum, students must have been admitted to PhD candidacy. Preference will be given to students who have also completed their proposal defense.

The deadlines for application are:

- September 30 (for travel between October 16 and Aug. 31 of the following year)
- January 31 (for travel between February 16 and Oct. 31)
- May 30 (for travel between June 16 and Nov. 30)

General Information

A faculty committee will review applications three times per year (see application deadlines above). The conference must occur after the application deadline. Applicants who meet the eligibility requirements may apply in any semester, but may only receive one award during an academic year and a maximum of two.

Amount and Reimbursement

The amount of each award is $1,000. The Department will award up to fifteen travel grants per year. Travel grants are not considered to be taxable income. Travel grants may be used to reimburse allowable travel expenses (such as conference registration, transportation, lodging, and meals). The funds may be used for foreign or domestic travel.

1. Students will initially receive instructions via email and must submit and have an approved Request to Travel Authorization (RTA) application in the system before beginning their travel in order to be reimbursed.

2. Students must submit travel receipts for transportation, lodging, meals, and other costs. Note that meal receipts may not include alcohol (i.e., any alcohol on the receipts must be deducted in the accounting). The student may also choose to take a $51 per day per diem instead of submitting meal receipts (also note that lodging cost plus per diem has an expense limitation: $260 for Texas, $375 Continental U.S., and $425 outside Continental U.S.).

Application

All PhD candidates in the Department of Civil, Architectural and Environmental Engineering are eligible to apply for the travel grants. To be eligible to receive a travel grant, an applicant must be enrolled as a student during the semester in which the conference is held. Applicants must be admitted to candidacy prior to application (i.e., they should have completed the qualifying exam, selected their topic and dissertation committee, and filed candidacy paperwork). Students who have completed their proposal defense will be given preference for the awards. Students must have submitted an abstract to give an oral presentation or poster presentation at a conference.

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Students may receive a maximum of one travel grant per year, and a maximum of two travel grants during their graduate studies. Each travel grant may only be used to support a single trip. Travel must be for the conference for which the grant was awarded; unused funds cannot be used for another meeting.

1. **Fill out the online application:** [http://www.caee.utexas.edu/13-students/grads/73-travel](http://www.caee.utexas.edu/13-students/grads/73-travel) or submit a professional application letter (PDF) (see below for details).

2. **Send PDFs** of your 2-page (maximum) curriculum vita (C.V.) and copy of the abstract or paper that has been submitted and (preferably) accepted through the link in the online application. The 2-page C.V. should reflect the standards expected of a C.V. for a research proposal or post-doctoral/faculty job application. You can also email them to Leslie McCroddan, lmccroddan@mail.utexas.edu.

3. **Request a nomination letter from your faculty advisor.** Let your advisor know that he/she can provide a nomination letter (PDF) for you to submit with your other application materials (see below for details about letter guidelines) or your advisor can just fill out the online faculty nomination form: [https://utexas.qualtrics.com/SE/?SID=SV_6xsF4uGjIfxThth](https://utexas.qualtrics.com/SE/?SID=SV_6xsF4uGjIfxThth). Applications without a nomination letter will not be considered.

**Student Application Letter**

Your application letter should begin with an introductory paragraph that briefly explains your career goals, the importance of the conference to your career, and how you will use the conference networking opportunities. The purpose of this paragraph is to convince the committee that you know what you want to do and are going to make good use of the conference. After this paragraph, you must provide the following information (use matching numbered paragraphs):

1. Student name and UTEID
2. Research supervisor(s)
3. Proposed dissertation title
4. Expected graduation Date
5. Conference name, location, and dates
6. Title of presentation
7. Type of presentation (oral or poster)
8. Have you previously received a Kolodzey award; if so, when?

**Faculty Nomination Letter**

The faculty nomination letter must be submitted as a PDF document and must provide the following information:

1. Student’s dissertation title
2. Student’s co-supervisors (if any)
3. Student’s rank relative to others that you are supervising or co-supervising that are applying for grants.
4. What year and semester do you expect the student to graduate?
5. Conference name, location, and dates

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6. Why is this conference important? If possible, also briefly comment on: How does this conference compare to others? How will this conference provide networking opportunities? What is important about the student’s research to present at this conference?

7. What do you think of the student’s career goals? Does the student have clear goals that this conference will help advance?

Guidelines for the faculty committee and CAEE staff

The committee will evaluate only complete applications. CAEE staff will review submitted applications and will notify supervising professors of students who have applied but whose applications are incomplete. The students/professors will have 48 hours to complete the applications. CAEE staff will also verify if the student has been admitted to candidacy, if the student has completed the proposal defense, and will provide the committee with a record of prior Kolodzey award winners and advisors.

The committee will evaluate the student’s past performance, the quality of the abstract, the importance of the conference, the impact of the conference on the student’s planned career, and the professionalism with which the application is prepared. Students with vague career goals should be given lower priority for grants as they are unlikely to make effective use of networking opportunities. The committee will prioritize students whose abstracts have been accepted; students whose abstracts have been submitted, but not yet accepted may still apply, but should keep CAEE staff updated of the status during the application review process.

Completion of the proposal defense will be weighted heavily as a matter of CAEE policy to encourage students to get their proposals done early in their studies. The committee may also consider the overall distribution of awards among different programs in CAEE, as well as the distribution among different research groups and professors. Typically, the committee will attempt to award 5 grants in each of the fall, spring, and summer reviews. However, whether to award fewer than 5 or more than 5 in a particular review session is a matter at the discretion of the committee.