

UGGS Travel Grant “CAUCUS” Process

Consider

- Gather the details of the conference/event/etc. that you would like to attend.
- Verify the details abide by the Travel Grant Policies listed on the TG 101 Document.

Apply

- Apply online at <http://www.colorado.edu/uggs/grants> including the one page essay.
- Details on essay rubric are available on the same website. Contact the VP of Finance with questions or concerns at uggsinfo@gmail.com.

Understand

- Wait! The process typically takes two weeks from the close of the application process to hear whether you have received a grant.
- Everyone will receive an email response within two weeks as to whether they received a grant.

Coordinate

- If you receive a grant, continue planning your trip!
- Plan to come 1 hour early to the UGGS Assembly meeting after you receive a grant in order to fill out paperwork with the VP of Finance. The date of that next Assembly meeting will be included in your acceptance email!

Universalize

- Enjoy your trip! Do great things and make it worth the process!
- Remember, you WILL NOT receive your travel grant money until after your trip when you bring in your receipts. For questions as to why, see the TG 101 Document.

Secure

- Welcome back! Once you return, please visit Nate Abraham in the UGGS Office (UMC 127) to give him all necessary paperwork and receipts from your trip.
- Nate's Office Hours are Friday Mornings from 10am-noon. If there is a schedule interference, please email uggsinfo@gmail.com to set up a time.
- Remember, all the paperwork will be filed with the CSI before the money is processed back to you. Reimbursements can take as much time as two weeks depending on the caseload.