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## THE GRADUATE SCHOOL

# Travel Assistance Grants for Graduate Students (TAGGS) Frequently Asked Questions

### Is there a template for the Department Head letter?

- There is no template. The letter just needs to include a statement of support for you to attend your desired conference and include if the department is contributing additional travel support. In addition, the letter will often include statements of the student's achievements within their department or field and justification as to why the student should be considered for the award, but that is not required. Since no more than two students per department are awarded TAGGS awards due to funding limitations, it is a way to allow departments to be involved in selecting the students they find most deserving.

### How will the TAGGS funds be paid?

- The funds will be paid through the travel system Concur once the expense report is submitted and approved.

### What is the Concur Process?

We recommend reaching out to the business manager or the designated travel individual of your department, since the approval process varies between departments, and they might be able to help with the process.

- Since the TAGGS award is paid through Concur after the travel when the expense report is submitted, requiring the Concur travel request for the application packet allows us to make sure there are no issues on the front end. The Concur document only needs to be the initial approved travel request, which includes the estimates and the initial approvals from the department. Any costs you might incur during this trip would be added as an estimate (flight, hotel, mileage, meals, etc.) and this allows us to compare it to the funding request. You do **not** need to book the flight or hotel for this document, that can be done closer to time. You can learn more about the system by visiting the [Travel Services Website](#) or by emailing [concurhelp@travel.msstate.edu](mailto:concurhelp@travel.msstate.edu).
- Once the travel request has been approved, you can find the itemized approval flow by clicking on "Requests" on the top menu bar, selecting your request, clicking "Print/Share" from the top left menu, and then "MSU-Request Printed Report". You will have the option to save it as a PDF. The itemized document is what we need for your TAGGS application.

## **What is the best way to submit my supporting documents?**

- Please submit all documents as PDF files, if possible. Abstract acceptance emails can be forwarded or attach when submitting your TAGGS documents. Please avoid screenshots, as they can be difficult to read and can cut off vital information. All documents should be emailed to Lilli Harris ([lharris@grad.msstate.edu](mailto:lharris@grad.msstate.edu)).

## **When will I receive a decision?**

- TAGGS awards will be reviewed on a monthly basis for the travel period. Award recipients will receive a decision by the end of the following month after all required materials have been received.

## **When do I need to submit my application and supporting documents?**

- Since TAGGS funding is limited, we advise interested students to apply for TAGGS as soon as possible. To meet the required deadlines, students must submit their complete TAGGS application (including all supporting documentation) at least two months prior to the month of the conference which the graduate student plans to attend (ex. conference date is September 27, the complete application must be submitted by the end of July). Please also keep in mind the application period deadlines, which are September 30<sup>th</sup> for the Fall semester and February 8<sup>th</sup> for the Spring semester.

## **I haven't participated in the events last semester, can I still apply?**

- Students receiving funds must register and participate in either the GSA Graduate Symposium, 3MT Competition or the Image of Research in the semester that they receive TAGGS funding. Please be sure to register for one of these opportunities as registrations become available. Your application will be considered with the expectation that you will complete this requirement the semester that you receive TAGGS. Details about registering for one of these free events will be sent during the fall and spring semesters and can also be found on [our website](#).

## **I haven't received my abstract acceptance yet, can I still be considered?**

- Yes, the TAGGS committee will review your application and make a decision to award funds on a contingency basis until you receive the official acceptance notification. If possible, please submit a copy of your abstract submittal or registration as a place holder for the official acceptance. However, please make sure to send us the official abstract acceptance documentation prior to the conference if you are awarded funds.

## **I was selected for TAGGS funds, but my conference got cancelled or I was not able to attend, what do I need to do?**

- Please contact Lilli Harris ([lharris@grad.msstate.edu](mailto:lharris@grad.msstate.edu)) to inform the Graduate School and discuss your options.