



## THE GRADUATE SCHOOL

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

### Is there a template for the Dept Head Letter?

- There is no template. The letter just needs to include a statement of support for you to attend your desired conference. Often the letter will 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 only 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 funds be paid?

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

### What is the Concur Process?

- We would 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. Sometimes screenshots are 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?**

- Award recipients will receive a decision by the end of the following month after all required materials have been received.

## **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. If you have not participated in one of these competitions in the past, please be sure to register for one of these opportunities in the upcoming semester and 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 acceptable notification. However, please make sure to send us this 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.