



Travel Reimbursement for Graduate Recruitment by Senior Doctoral Students

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This program seeks to enhance the visibility of the University's graduate programs to prospective applicants by encouraging personal contact with U.Va. graduate students that are within a year of completing their Ph.D. programs. To cultivate good recruiting relationships with other universities, the Office of the Vice President for Research (VPR) will reimburse travel expenses for U.Va. doctoral students to visit their undergraduate or master's alma mater, present a research seminar, and meet with undergraduate students and/or master's students interested in doctoral study. In addition, trips by advanced doctoral students representing the University at graduate recruiting fairs will also be considered for reimbursement.

In addition to aiding our recruiting efforts, this program will also benefit doctoral students seeking academic careers. Students will have an opportunity to give a seminar presentation and meet with faculty at another university, an experience similar to what they may expect for an academic interview. The specific arrangements for the visit are best left to negotiation at the local level by the student and a faculty member at their alma mater.

VPR will reimburse travel expenses for one doctoral student, per department, per year until funds are exhausted. Airfare, mileage, overnight lodging, and meals will be reimbursed up to \$1,000. Each year the program will be assessed to determine its impact on the quality of the incoming graduate students to decide whether it should be continued.

Criteria: Senior doctoral students visiting another department must give a research presentation to the faculty and graduate students and must meet with a group of undergraduates that are interested in attending graduate school. Senior doctoral applicants must have an outstanding academic record and excellent communication skills. Visits to minority-serving institutions (MSIs) are strongly encouraged.

Approval Process: Prior approval for travel reimbursement must be obtained from VPR. Approval may be requested via an e-mail message containing the following information: (1) name of doctoral student and stage in the program, (2) department, (3) name of department and university that will be visited, (4) date of planned visit, (5) title of research seminar to be presented, (6) arrangements for meeting with undergraduates, and (7) estimated amount of travel funds to be reimbursed. Also required is an endorsement from the student's dissertation advisor regarding the student's presentation skills and ability to represent the University in this capacity and confirmation that the student is near completion of his or her Ph.D. program. Requests should be made, at least, two weeks prior to departure date.

Reimbursement Process: Students will be required to submit a travel workbook¹ to VPRGS following their seminar visit for reimbursement of expenses. Also required is a list of names and e-mail addresses of undergraduate students that attended the presentation on graduate school given by the U.Va. student. *[Note: Please keep ALL receipts, including airline boarding passes. Airfare cannot be reimbursed without proper documentation.]*

Suggestions: Schedule visits to meet with senior undergraduates early in the fall semester or junior undergraduates late in the spring semester. In the meeting with undergraduate students, include a fifteen minute presentation covering general guidelines for selecting and applying to graduate school and highlighting some of the programs at U.Va.² Allow ample time to answer questions from the students and talk with them individually about their research interests and future plans.

Questions:

1. **What if travel expenses exceed the \$1,000 limit?** Request partnering with your department or school. In some cases, with prior approval and commitments from the department or school, expenses over \$1,000 will be reimbursed.

2. **Are students that are about to complete a master's degree eligible?** No, we are targeting recruitment of potential Ph.D. students to U.Va. and it is desirable to have current Ph.D. students address their questions.

¹ The travel workbook may be found at <http://www.procurement.virginia.edu/main/forms/TravelWorkbookV2.xls>. For reimbursements expected to exceed \$500, a "proposed travel pre-approval form," available at the preceding link, must be completed prior to departure.

² A general presentation about graduate studies at U.Va. may be found at: <http://www.virginia.edu/vprgs/gradstudies/docs/gradtravel.ppt>.