

SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT Primary Care Grants for Professional Travel and Emergencies

Approved by Dean's Council, May 5, 2015
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Revised September 2022

Attending professional meetings is critical to career advancement in terms of getting one's work recognized, learning about the work of others, networking, learning new skills, and participating in professional service. When the attendee is the primary caregiver for an adult or child, these responsibilities present an additional hurdle to attending meetings. While childcare sometimes is provided at meetings, it is usually at a substantial cost. These additional costs for child or elder care are not often reimbursable by federal grants or state accounts. For faculty and staff professional travel outside of Brazos County, the School of Education and Human Development will provide small grants to cover additional travel costs associated with primary care needs.

Primary Care Grants

Any faculty or staff wishing to take advantage of such assistance must submit a Primary Care Application Form. The requested amount of support must be justified up to the maximum available of \$500* per family per event. Funding is limited to one award per person per calendar year, and the event must be out of Brazos County. While applications will be accepted on a rolling basis, the requests will be evaluated by a committee of Faculty Advisory Council members for faculty requests and Staff Advisory Council members for staff requests. Requests can be submitted either before or after the travel, but receipts are required and must be turned in. Reimbursement will not be possible until all receipts and the application form have been submitted. There is a limited pool of funds. In the event that the number of requests for grants exceeds the funding available, preference will be given to applicants in the early stages of their careers.

Emergency Grants

Emergency grants will be awarded to faculty and staff who have encountered financial setbacks due to natural disasters like hurricanes, wildfires or unexpected disaster. Any faculty or staff seeking assistance must submit an Emergency Assistance Application Form. Faculty applications will be reviewed by the chair of Faculty Advisory Council and Staff Advisory Council chair. The amount to be awarded will range from \$500 - \$1000 and will depend on the number of requests and availability of funds.

Travel grant applications are accepted on a rolling basis and are reviewed by the committee in October, February, and May annually. Emergency grant applications are accepted whenever an emergency event occurs. Please forward application materials to the SEHD Office of Faculty Affairs at sehdfacultyaffairs@tamu.edu.

**Please note these funds will be paid as a supplemental check. The money is considered as additional income, and the appropriate taxes will be taken out.*

Primary Care Grant Application Form

Name:

Current position:

Department:

Email:

Phone:

Mailstop:

Name, email address, and phone number for department contact handling travel reimbursement:

Please provide the following information about your travel:

1. How will you use this award? Please select all that apply.
 - Additional care at home during your absence
 - Care at professional conference or meeting venue
 - Travel expenses for individual requiring primary care
 - Travel expenses for caregiver
 - Other related expenses (explain below)
2. Provide information regarding the professional conference or research meeting you will attend (name of conference/meeting, location, dates) and the nature of your participation (talk, poster, session chair, etc.).
3. Describe how this award will assist you in participating in the conference or meeting.
4. Provide a budget for use of the award (up to \$500).

Childcare/Adult care	\$
Airfare	\$
Hotel	\$
Other	\$
Total Request	\$

Emergency Grant Application Form

Name:

Current position:

Department:

Email:

Phone:

Mailstop:

Name, email address, and phone number for department contact handling travel reimbursement:

Please provide the following information about your emergency grant request:

1. Briefly explain the emergency situation that occurred

2. Describe how this grant will assist you in your current situation