

Barbara Jordan Professional Development Fund (Est. 1985)

Criteria for Eligibility and Award Information

The purpose of the Barbara Jordan Professional Development (PD) Fund is to help graduate students at the LBJ School pursue their goal of moving into public service by enhancing their educational and professional development opportunities. This assistance allows students to take advantage of significant opportunities that would otherwise be unavailable, and manifests Professor Jordan's commitment to seeing that no student is denied an opportunity because they do not have the financial resources to pursue it.

Criteria

To be considered for funding, requests must be for activities such as travel to a conference or interview, travel to present original research, headshots, business cards, statistical software for research, and professional memberships.

Eligibility

- Applicant must be an LBJ School of Public Affairs degree-seeking student registered in a minimum of nine (9) credit hours in long semesters or a minimum of three (3) credit hours in the summer that credit toward their LBJ School degree.
- Dual degree students are eligible to receive funds during two (2) academic years so long as they are: (a) enrolled full time during the semester of the award, (b) are enrolled in at least nine (9) credit hours that credit toward their LBJ degree during the year (September 1 – August 31) in which they are requesting professional development funds and (c) meet all other requirements for the award. In the event a dual degree student does not fulfill the nine (9) LBJ credit hours requirement for the academic year, the award monies must be returned to the university or a non-financial administrative bar may be placed on their student record.
- Applicant must maintain at least a 3.0 grade point average and cannot be on academic probation.

Note: PhD students seeking funding for travel to present their original research at a meeting or conference are only eligible to apply for PD funds if the awards available for this purpose through The Graduate School have been exhausted. If you're seeking an award for this purpose, please complete the application (<https://gradschool.utexas.edu/finances/travel-awards/professional-development-awards>) and submit it with this application.

Awards

The Barbara Jordan PD Fund amount varies from academic year to year (September 1 – August 31). A committee meets to review applications on a regular and on-going basis each year until the budgeted funds are exhausted.

- Master's Students: Each academic year, recipients may receive up to \$250.00 towards qualifying professional development expenses until the available funds are exhausted.
- PhD Students: Each academic year, recipients may receive up to \$600.00 towards qualifying professional development expenses until the available funds are exhausted.

How to Apply

Complete the Current Student Endowed Fellowship Application including the required narrative and budget components. Attach supporting documentation such as a copy of the airfare from a travel website, a printout of the hotel rate and company/agency name, contact information for the interviewer, and all receipts or basis for estimates of expenses. Submit the completed application to the LBJ Fellowships Office at SRH 3.387 or email to lbjfellows@Austin.utexas.edu.

Incomplete applications will be returned for completion and will not be considered until resubmitted. Students should expect notification regarding the committee's decision of their request of funds no earlier than two weeks after the submission of the completed application.

Funding is not guaranteed and the payment process may take several weeks, so students should keep that in mind when applying.

Whenever possible, applications for PD Funds should be completed, submitted, and approved prior to the date you have listed as the start of the professional development event or expense. Applications submitted after the student has incurred the expense(s) will be considered, but there is no guarantee that the Committee will approve the reimbursement.

Fellowship Funding Options

Funding can be disbursed through these different options:

- Applicant can pay for their expenses out-of-pocket and submit receipts for reimbursement.
- Applicant can request the funds in advance to pay their expenses and then submit proof of payment or receipts.
- Hybrid option: Applicant may request some funding in advance while paying for other estimated expenses out-of-pocket and then submit proof of payment or receipts for reimbursement after the expenses are incurred.

Documentation Required for Funding

Receipts are required to support all funds requested, with the exception of out-of-town meals and mileage which are paid as noted under the Rules and Regulations.

Examples of supporting documentation:

- Airline receipts or estimates
- Lodging receipts or estimates
- Gasoline receipts
- Ground Transportation receipts or fares
- Itemized meal receipts (for in-state travel)
- Registration receipts

Documentation of Expenses

Expenses are reimbursable only to the amount approved on your application. All receipts must be submitted within two weeks of the date the expense was incurred, or your application may no longer be considered valid for reimbursement. In special circumstances, you may seek pre-approval from the Committee to provide proof of payment at an agreed upon time. Fellowships awarded without receipts that are not provided within two weeks of the expense being incurred may result in a non-financial administrative bar and/or a request for the fellowship monies to be returned.

Submit all final (actual) expense receipts for reconciliation to the LBJ Fellowships Office at SRH 3.387 or email to lbjfellows@atx.utexas.edu.

Rules and Regulations for Expenses

The rules and regulations covering travel reimbursement come from several sources. The University of Texas is governed by the State of Texas Travel Regulations Act, the General Appropriations Act, Rules and Regulations of the University of Texas System Board of Regents, and official interpretations of the Travel Act as made by the State Comptroller of Public Accounts.

For in-state and out-of-state meals and lodging, please refer to the GSA's Federal Domestic Maximum Per Diem Rates for your destination (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). This is the maximum daily reimbursement for meals and lodging. You can elect to pay more without expectation of reimbursement.

Mileage is reimbursable at the current State of Texas rate (<https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>) when using your own personal vehicle for trips that originate in Austin and require travel to another city. For official point-to-point mileage you may use odometer readings or mileage computed by an online mapping tool. Provide printout of mileage calculation from Google Maps, Mapquest, etc.

Note: If you are traveling outside of the United States, you must adhere to the University of Texas policies for international travel.

Receiving Your Fellowship Award

You must set up a direct deposit account to receive your award. This should be done prior to submitting your application to ensure the transaction is processed properly.

You may sign up for direct deposit online at https://utdirect.utexas.edu/acct/rec/webft/webEFT_info.WBX.

International Students: Please note that there is a mandatory 14 percent federal tax withheld from payments made to nonresident students. Please keep that in mind when preparing your budget. You may be able to get a tax refund if your home country has a tax treaty with the United States. For more information, visit this link: https://austin-utexas.custhelp.com/app/answers/detail/a_id/133/.

Thank You Letter Requirement for LBJ Scholarship Award Recipients

All LBJ students who are awarded named fellowships are required to write a letter to thank the donors. Recipients must write a letter to thank the Barbara Jordan Fund for their generous financial support. In this letter, please provide some background information, describe your policy interests and aspirations, and describe the activity in which you were able to participate because of the financial support. We also encourage submission of photos from your experience, if you attend an event, to share with the donor. Thank you letters must be submitted as a Microsoft Word document to the LBJ Fellowships Office via email to lbjfellowships@austin.utexas.edu.

Information about the Barbara Jordan Fund: Established in 1985, the Barbara Jordan Fund was created to enhance the educational and professional development opportunities for LBJ School students; including scholarships and internships, travel to internships and professional meetings, use of information and telecommunications technologies, preparation for and travel to Presidential management intern interviews, data for student research projects, production of the LBJ Journal, publication of selected professional reports and student-run guest speaker series.

Questions

Contact the LBJ Fellowships Office at lbjfellowships@austin.utexas.edu or at 512-471-6277.