



Office of University Labor Relations

**Caregiver Professional Travel Grants for Teaching Assistants and Graduate Assistants**  
**Academic Year 2024-2025**

Per a recent side letter agreement between the University and the AAUP-AFT, the University is pleased to announce the launch of a short-term travel grant program for Teaching Assistants (“TAs”) and Graduate Assistants (“GAs”), which will be administered by the graduate schools.

**Eligibility and Criteria for Grants**

All University graduate students with a TA or GA appointment during AY 2024-2025 and who have incurred caregiver expenses when traveling to present an accepted paper at a professional meeting during AY 2024-2025 are eligible. Awarded funds can be used to cover expenses incurred for:

- Extra care at home while the TA/GA was traveling; or
- On-site care while at the meeting or conference.

**Support and Awards**

The qualified short-term travel grant is a taxable grant awarded to eligible TAs and GAs, up to a maximum of \$250.00 per academic year. The Deans of the Graduate Schools may award support for more than one request submitted by a TA or GA, provided the total amount awarded for all requests in the academic year does not exceed the \$250 maximum per individual.

**Request Process**

TAs or GAs may submit their requests for a grant by completing the form on the next page with the signed endorsement of their Graduate Advisor or Graduate Program Director and supporting receipts attached. Please submit the completed form with signed endorsement and receipt attachments as one PDF file to the Office of University Labor Relations (“OULR”) at [tagatravelgrants@rutgers.edu](mailto:tagatravelgrants@rutgers.edu) by the dates noted below. The Office of University Labor Relations will forward all requests to the graduate school deans. The Graduate School Dean for the respective campus will review all submissions for final approval.

**Request Deadlines**

Requests submitted by eligible TAs and GAs will be accepted by the Office of University Labor Relations no later than **March 28, 2025** for qualifying expenses incurred during Fall 2024 and no later than **May 16, 2025** for qualifying expenses incurred during Spring 2025.

- **Requests for qualifying expenses incurred during Fall 2024:** The Graduate School Dean for the respective campus will review all submissions by April 18, 2025. TAs/GAs submitting requests will be notified by April 25, 2025 of the decision of their Graduate School Dean. Approved grants will be disbursed in the TA’s or GA’s paycheck with the designation “TA/GA Caregiver,” less applicable deductions, in the first or second pay cycle in May 2025.
- **Requests for qualifying expenses incurred during Spring 2025:** The Graduate School Dean for the respective campus will review all submissions by May 30, 2025. TAs/GAs



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submitting requests will be notified by June 6, 2025 of the decision of their Graduate School Dean. Approved grants will be disbursed in the TA's or GA's paycheck with the designation "TA/GA Caregiver," less applicable deductions, in the last pay cycle in June 2025.

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**Academic Year 2024-2025**

***Please ensure you provide all information requested by this form when submitting your request for consideration. Requests submitted with incomplete forms, without supporting receipts or without any other requested information will not be processed.***

Name: \_\_\_\_\_

Rutgers Email Address: \_\_\_\_\_

Rutgers Employee ID#: \_\_\_\_\_  
(available on your paystub)

Rutgers NetID: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

School of TA/GA Appointment: \_\_\_\_\_

Graduate School Campus:    \_\_\_ Camden    \_\_\_ Newark    \_\_\_ New Brunswick

Are you appointed in the 2024-2025 academic year as a TA or GA? \_\_\_ Yes    \_\_\_ No

In which semester were the expenses incurred? \_\_\_ Fall 2024    \_\_\_ Spring 2025

Amount Requested for Grant (\$250 maximum): \_\_\_\_\_

a. Please provide the title and a brief description of the accepted paper that you presented at a professional meeting during AY 2024-2025.

b. Please provide a brief description of the professional meeting that you attended to present the accepted paper, including location, dates, and title of conference/meeting. Please feel



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free to attach any supporting documents (in PDF file format) , such as the program of the meeting you attended which provides this information.

- c. Please (1) describe the nature of the caregiving expense, e.g., expenses incurred for childcare of a dependent, incurred and (2) attach receipts supporting the caregiver expenses (in PDF file format). **Please do not include caregiver expenses for which you may have been reimbursed for by another party (e.g., care.com).**

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Endorsement of the Graduate Advisor or Graduate Program Director:  
**(This endorsement must be obtained by the TA or GA prior to submitting this request form for review by the Dean.)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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**This section will be completed by the Graduate School Dean.**

Endorsement of the Graduate School Dean:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



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Please email this completed form, supporting receipts and any other supporting documentation, as one PDF file, to the Office of University Labor Relations at [tagatravelgrants@rutgers.edu](mailto:tagatravelgrants@rutgers.edu) no later than **March 28, 2025 for qualifying expenses incurred during Fall 2024** and no later than **May 16, 2025 for qualifying expenses incurred during Spring 2025**.