



Office of University Labor Relations

Caregiver Professional Travel Grants for Teaching Assistants and Graduate Assistants **Academic Year 2026-2027**

Per side letter agreement between the University and the AAUP-AFT, the University is pleased to the 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 2026-2027 and who have incurred caregiver expenses when traveling to present an accepted paper at a professional meeting during AY 2026-2027 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 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 26, 2027** for qualifying expenses incurred during Fall 2026 and no later than **May 14, 2027** for qualifying expenses incurred during Spring 2027.

- **Requests for qualifying expenses incurred during Fall 2026:** The Graduate School Dean for the respective campus will review all submissions by April 16, 2027. TAs/GAs submitting requests will be notified by April 23, 2027 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 2027.
- **Requests for qualifying expenses incurred during Spring 2027:** The Graduate School Dean for the respective campus will review all submissions by May 28, 2027. TAs/GAs



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submitting requests will be notified by June 4, 2027 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 2027.

Caregiver Professional Travel Grants for Teaching Assistants and Graduate Assistants
Academic Year 2026-2027

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 2026-2027 academic year as a TA or GA? ___ Yes ___ No

In which semester were the expenses incurred? ___ Fall 2026 ___ Spring 2027

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 2026-2027.

- 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).**

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

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 no later than **March 26, 2027 for qualifying expenses incurred during Fall 2026** and no later than **May 14, 2027 for qualifying expenses incurred during Spring 2027**.