



Office of University Labor Relations

Caregiver Professional Travel Grants for Teaching Assistants and Graduate Assistants
Academic Year 2023-2024

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 2023-2024 and who have incurred caregiver expenses when traveling to present an accepted paper at a professional meeting during AY 2023-2024 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 29, 2024** for qualifying expenses incurred during Fall 2023 and no later than **May 17, 2024** for qualifying expenses incurred during Spring 2024.

- **Requests for qualifying expenses incurred during Fall 2023:** The Graduate School Dean for the respective campus will review all submissions by April 19, 2024. TAs/GAs submitting requests will be notified by April 26, 2024 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 2024.
- **Requests for qualifying expenses incurred during Spring 2024:** The Graduate School Dean for the respective campus will review all submissions by May 31, 2024. TAs/GAs submitting requests will be notified by June 7, 2024 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 2024.



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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 2023-2024 academic year as a TA or GA? ___ Yes ___ No

In which semester were the expenses incurred? ___ Fall 2023 ___ Spring 2024

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 2023-2024.

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



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- 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

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 29, 2024** for qualifying expenses incurred during Fall 2023 and no later than **May 17, 2024** for qualifying expenses incurred during Spring 2024.