TEXAS A&M UNIVERSITY

Research and Presentation Travel Award
Committee Chair/Department Head
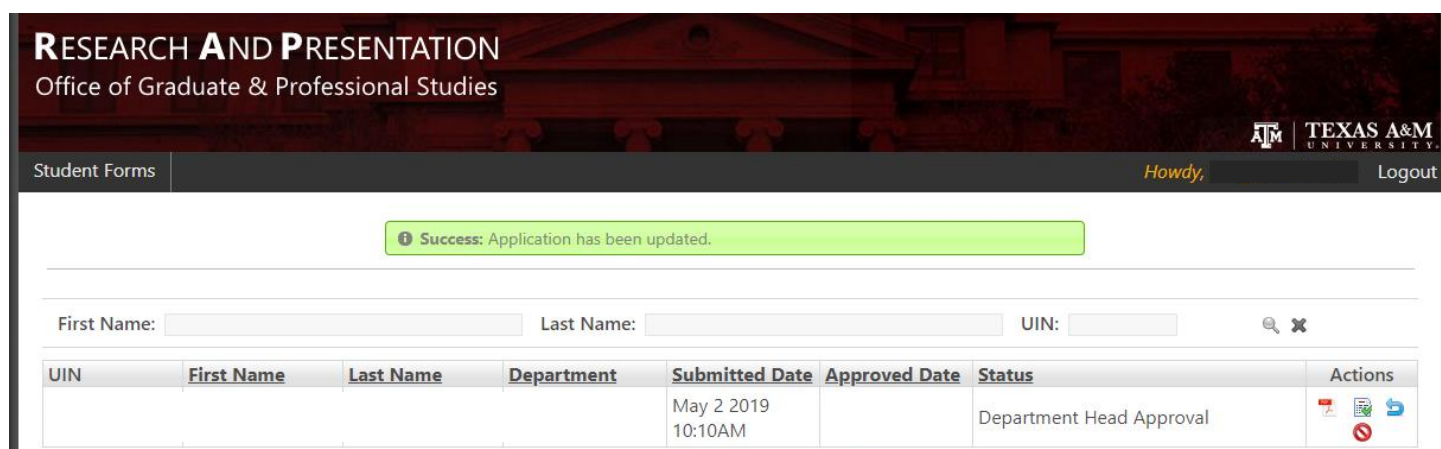### Graduate Student Application Approval Instructions

If you have questions please email grad-travel-award@tamu.edu

Both Committee Chair and Department Head approval are required BEFORE the award deadline for the application to be considered. Please see your Approval email for the deadline date. **Your approval verifies that, to the best of your knowledge, the information provided in the application is accurate and that the student's chair and department do NOT have the funds to <u>fully</u> support the student's travel request**.

Instructions:

- Click the link in the *Approval email* you received **OR** log into ogapsportal.tamu.edu with your netID & password.

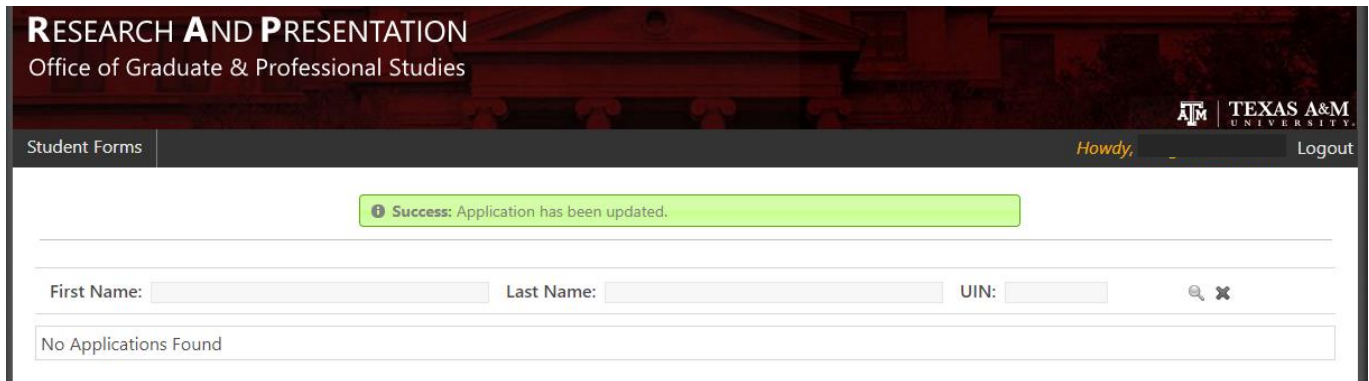**Committee Chair/Department Head Approval Screen**

- All applications awaiting your approval will be listed on this screen.

- **Status**: this indicates what stage the application is at. You will see either:
  - **Committee Chair Approval** - <u>awaiting</u> the approval of the Chair
  - **Department Head Approval** - <u>awaiting</u> the approval of the Department Head or their signatory

- You can perform the following actions using the *Action Icons* on the right side of the screen:

  - **VIEW**: Click to view the student application

  - **APPROVE**: Click to approve the student application. You can include a **NOTE** if there is any relevant information you would like the Grad School Review Committee to be aware of (but it is not required).

  - **RETURN**: Click to return the student application to the student. You can include a **NOTE** as to why (e.g. need them to correct a component of the application).

  - **REJECT**: Click to reject the student application. **Please include a NOTE as to why** (has received the Graduate Student Research and Presentation Travel Award before; has received a full travel grant from the conference association, etc.).

- Once you have either approved, returned, or rejected the application, you will see a confirmation message "**Success**: Application has been updated" in green and the application will no longer show on your screen.

- **NOTE**: If you are **BOTH the Committee Chair AND Department Head approver** for an application you will need to approve the application twice. After you approve as Committee Chair, you will see the Status update from Committee Chair Approval to Department Head Approval. You will then need to approve the application again. If you do not see this, please refresh the page or use the link in the Department Head approver email you receive.

Frequently Asked Questions:

- *QUESTION*: I clicked the link and received the error message:
"Inactive User: The page you are trying to access is for authorized users only!"
What do I do?

  ANSWER: A required safety feature of the system is that any user who has not logged in within the past 6 months is deactivated the next time they attempt to log in and must be reactivated. Even if you have never logged in before, you were added into the system at least 6 months ago and therefore this security feature was activated. Please email grad-travel-award@tamu.edu and we will reactivate your user account.