

# Undergraduate Student Research Travel Funds

# STUDENTS PRESENTING AT A PROFESSIONAL CONFERENCE

In an effort to encourage academic achievement and collaboration among students and faculty on research that will advance students professionally, the Student Research Program makes available funds for students to travel to professional conferences or meetings to **present** the results of their research or creative endeavor.

## **The Undergraduate Student Research Travel Fund for student presenters may be used for:**

1. Registration fee for a professional conference in the student's field of study
2. Travel costs to attend a conference to make a presentation
3. Lodging for the conference

*Please note that food and other related expenses are not eligible for funds through this source. These funds could be contributed from another area of the College (like the student's home school or department), or by the student themselves.*

## **FUNDING**

Students may apply for up to \$750.00 or 75% of their costs (registration, travel and lodging), whichever is less. Students are encouraged to apply to their academic department for supplemental funding, if needed.

## **POLICIES**

1. The funds will be disbursed on a rolling first-come, first-served basis with at least half of the funds reserved for travel during the Spring semester. Thus, students are advised to get their requests in as soon as possible.
2. Application for funds must be made prior to the conference or meeting the student is attending. Retroactive requests (i.e., those that occur after the student has traveled to a conference) will not be considered, unless extenuating circumstances warrant and only if sufficient funds remain.
3. Generally, travel to a conference and the student's request for funding need to occur in the same fiscal year (July-June); requests for summer travel may be made in the spring.
4. Students may apply for one travel grant per fiscal year. Preference is given to first-timers.
5. Students presenting as a group must apply together as a group.
6. As a condition of receiving a travel grant, students must also present their research/project at the upcoming annual Edgewood Engaged Student Research Conference.

## **ELIGIBILITY**

1. Full-time, currently-enrolled undergraduate or post-bac students who have formally declared their major, hold at least a 3.0 cumulative GPA and who have earned 60 or more credits toward graduation by the time they would use the travel grant may apply.
2. Students planning to make a group presentation must apply as a group and should try to travel and lodge together. Each student is eligible for up to \$750 or 75% of their costs, whichever is less.

Faculty co-presenters may apply for a Faculty Mini-grant.

## **APPLICATION PROCESS**

1. Students must complete and submit the attached application form, in addition to the following:
  - a. a letter of support from their sponsoring instructor with whom they undertook their research;
  - b. confirmation that their research has been accepted for presentation at the conference they are planning to attend;
  - c. a brief abstract of their presentation.

*Applications will not be considered unless all information is provided, including an estimated budget.*

2. Applications should be submitted to the Dean of the School of Integrative Studies, Predolin 108, ATTN: Undergraduate Student Research Travel Fund Request.
3. The Dean of SolS will notify recipients of grants within 3 weeks of the student's application. Funds will be disbursed on a rolling first-come, first-served basis until all funds for that fiscal year have been disbursed.
4. In order to be reimbursed, students need to turn in original receipts within 2 weeks of the date of the conference, including a Travel Expense Report (from the Business Office), and
  - a. confirmation of payment for their conference registration
  - b. confirmation of payment for their travel mode (or mileage statement from driving)
  - c. lodging invoice

*Students must abide by the current travel and reimbursement policies in effect at the college. These policies are available at the Business Office.*

**For more information, contact Dr. Kris Mickelson, Dean of the School of Integrative Studies, Predolin 108, 663-2374.**

# APPLICATION FOR THE ACADEMIC DEAN'S TRAVEL FUNDS

## STUDENTS PRESENTING AT CONFERENCES

**Instructions:** Read and be sure you understand the policies for the fund. Then complete the entire application. Append a letter of support from your collaborating/sponsoring instructor, an abstract of your presentation, as well as written notification that your research has been accepted for presentation at your designated conference or meeting. Make a copy for your records and return the application to the Dean of the School of Integrative Studies, Predolin 108. ATTN: Undergraduate Travel Funds

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Faculty Sponsor:** \_\_\_\_\_

(append a letter of support from your sponsoring instructor with whom you undertook your research)

**Conference/Meeting you Wish to Attend:** \_\_\_\_\_

(append official confirmation that your presentation has been accepted)

**Location of Conference & Dates of Attendance:** \_\_\_\_\_

**Title of your Presentation:** \_\_\_\_\_

(append an abstract of your presentation)

**Have you received a travel grant from Edgewood in a previous year?** Yes No

**Budget:**

**Registration fee** \$ \_\_\_\_\_ **Travel Cost** \$ \_\_\_\_\_ Firm? or Estimate?

**Mode of Transportation:** \_\_\_\_\_ **Lodging Cost** \$ \_\_\_\_\_

**Total Requested** \$ \_\_\_\_\_

(up to \$750 or 75% of costs, whichever is less)

**Signature:** \_\_\_\_\_

Your signature indicates that you agree to abide by Edgewood College's travel policies and that you are intending to present your research at the upcoming Student Research Conference on campus.

**FOR OFFICE USE**

Date App Rec'd \_\_\_\_\_ Complete? \_\_\_\_\_

GPA \_\_\_\_\_ Credits Earned \_\_\_\_\_ Major Decl. \_\_\_\_\_

Approved/Denied by \_\_\_\_\_ Amount Awarded \_\_\_\_\_ Date Student Notified \_\_\_\_\_

Dates Funding Dispersed \_\_\_\_\_

# STUDENTS ATTENDING A PROFESSIONAL CONFERENCE

To foster and enrich the academic growth and development of students, and collaboration among students and faculty, Edgewood College makes available funds to attend professional conferences or meetings related to the student's field of study. These funds are administered out of the School of Integrative Studies, the institutional home of the Student Research Program.

## **FUNDING**

Students may apply for funds to cover 1/3 of the cost of registration, lodging, and transportation, OR the entire registration fee, not to exceed \$300 for a professional conference or meeting they plan to attend. Students are encouraged to inquire with their academic department about possibilities for supplemental funding, and/or Student Government Association, if needed.

## **POLICIES**

1. The funds will be disbursed on a rolling first-come, first-served basis with at least half of the funds reserved for travel during the Spring semester. Thus, students are advised to get their requests in as soon as possible.
2. Application for funds must be made prior to the conference or meeting the student is attending.
3. Generally, travel to a conference and the student's request for funding need to occur in the same fiscal year (July-June); requests for summer travel may be made in the spring.
4. Students attending a conference as a group must apply together as a group.
5. Students may apply for one travel grant per fiscal year. Preference is given to first-time applications.

## **ELIGIBILITY**

Full-time, currently-enrolled undergraduate or post-bac students who have formally declared their major, hold at least a 3.0 cumulative GPA, and have earned 30 or more credits toward graduation by the time they would use the travel grant may apply.

## **APPLICATION PROCESS**

1. Students must complete and submit the attached application form, in addition to the following, in order to be considered for funding:
  - a. a letter of support from a sponsoring full-time member of the faculty who can attest to the usefulness of attending the conference to the student's academic development.
  - b. confirmation that they have registered at the conference they are planning to attend.
2. Applications should be submitted to the Dean of the School of Integrative Studies, 108 Predolin Hall, ATTN: Undergraduate Student Research Travel Fund Request.
3. The Dean will notify recipients of grants within 3 weeks of the student's application.
4. Students must abide by the current travel and reimbursement policies in effect at the college. These policies are available at the Business Office.

**For more information, contact Dr. Kris Mickelson, Dean of the School of Integrative Studies, Predolin 108, 663-2374.**

# APPLICATION FOR THE ACADEMIC DEAN'S TRAVEL FUNDS

## STUDENTS ATTENDING A CONFERENCE/MEETING

**Instructions:** Read and be sure you understand the policies for the travel fund. Then complete the entire application. Append a letter of support from your sponsoring instructor and confirmation that you have registered for the conference. Make a copy for your records and return the full application to the School of Integrative Studies, 108 Predolin Hall, ATTN: Undergraduate Student Research Travel Funds.

### I. APPLICANT INFORMATION

**Student Name(s):** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Faculty Sponsor:** \_\_\_\_\_

**Conference/Meeting you Wish to Attend:** \_\_\_\_\_  
(append confirmation that you have registered for and paid for the conference)

**Location of Conference:** \_\_\_\_\_

**Dates of Attendance:** \_\_\_\_\_

**Have you received a travel grant from Edgewood in a previous year?** Yes No

**Budget:**  
**Registration fee** \$ \_\_\_\_\_ **Travel Cost** \$ \_\_\_\_\_ Firm? or Estimate?

**Mode of Transportation:** \_\_\_\_\_ **Lodging Cost** \$ \_\_\_\_\_

**Total Requested** \$ \_\_\_\_\_  
(up to 1/3 of the cost of registration, travel, and lodging, or the entire registration fee, not to exceed \$300)

### II. SUPPORTING DOCUMENTS

**A.** Append a brief typewritten statement explaining why you are attending this conference and what you expect to gain by attending it.

**B.** Append a letter of support from your sponsoring full-time member of the faculty

**Signature:** \_\_\_\_\_  
*Your signature indicates that you agree to abide by Edgewood College's travel and reimbursement policies.*

#### FOR OFFICE USE

Date App Rec'd \_\_\_\_\_ Complete? \_\_\_\_\_  
GPA \_\_\_\_\_ Credits Earned \_\_\_\_\_ Major Decl. \_\_\_\_\_  
Approved/Denied by \_\_\_\_\_ Amount Awarded \_\_\_\_\_ Date Student Notified \_\_\_\_\_  
Dates Funding Dispersed \_\_\_\_\_