

SVSU Undergraduate Student Travel Grant

What is this opportunity for?

Funds are available for student travel to academic and professional conferences: up to \$600 regional, \$1,000 national, and \$1,500 international conferences. Limit: One Student Travel Grant allowed per student throughout SVSU career, maximum funding of up to \$1,500. Students traveling to the same conference should submit a group application. Group proposals may receive up to \$1,500 total.

Estimate: 10-15 awards/year.

Due date: First of the month, every month. Applications must be submitted prior to travel dates. Decisions for funding will be emailed by the 15th of the month if not before.

Who is eligible?

Undergraduate students registered at least half time during the academic year (6 or more credits per Fall and Winter semesters). Applicants must be enrolled as SVSU undergraduate student during time of travel or traveling within six months of graduation. To be considered for a student-travel grant, student must be presenting at a peer-reviewed/juried conference. Due to limited funds, networking/professional development conferences do not qualify for student-travel grants.

Applicants are required to apply for funding from the Student Association prior to submitting a student-travel grant. You can email Jeff Karanja, Finance Director of Student Association with your request for funding. This email correspondence should be included in the application.

How can you apply?

Prepare your proposal containing the following components.
Access the application database at <http://svsu.infoready4.com/>.

ABSTRACT (do not exceed 200 words)

Prepare a clear, concise description of the goals, methods, and anticipated outcomes of the proposed project. An abstract is a summary of essential ideas drawn from a larger text (it is not an introduction to that text). Your abstract will be published in reports and/or press announcements.

NARRATIVE (do not exceed 1000 words)

1. **Goals and Outcomes:** Describe the travel goal and anticipated outcomes.
2. **Background and Context:** Describe the need for the travel and why this academic/professional conference is appropriate for you.
3. **Significance and Impact:** Provide a description of the benefits of the academic/professional conference and sessions you may attend.
4. **Timeline:** Include a timeline for the travel.
5. **Evaluation:** Describe how you will use the information/experience gained at the conference.

BUDGET:

Clearly explain the need of each travel cost as it pertains to your proposed project. Follow sample budget provided at <http://www.svsu.edu/ugrp>. Possible costs include flight costs, mileage costs (use google maps to calculate number of miles traveled x \$.50), conference registration (at the student membership rate), and hotel costs. *The student-travel grant does NOT cover costs for food (per diem) or professional organization membership fees.* The fundable travel limit per type of conference is listed below.

- up to \$600 for regional conference (Michigan and surrounding area)
- up to \$1,000 for national conference (in U.S.)
- up to \$1,500 for international conference (foreign)
- funding requested for group proposals.

Students who request/receive funding from other sources for proposed research or travel are required to disclose those funding sources/amounts in the budget section.

LETTER OF SUPPORT

Upload letter of support from faculty member for your student-travel grant.

CONFERENCE ACCEPTANCE

Upload evidence of conference acceptance for your presentation. If you have not received notification to present, indicate the estimated date when you will receive notification.

STUDENT ASSOCIATION

Upload proof of applying for IELD allocations from Student Association. This can be your email correspondence with Jeff Karanja, Finance Director of Student Association.

FINAL REPORT

If funded, a final report will be due by 30 days following the project end date, containing the following components. This report should not exceed 1,000 words.

1. Progress made in meeting the travel goals and outcomes.
2. Describe the benefits of attending the academic/professional conference.
3. Final budget expenditures and other sources/amounts of revenue that supported your travel (include original receipts for documentation).

PUBLICATION

Upload a copy of the conference presentation.

SAMPLES OF MATERIALS

Upload any samples of materials generated by the student travel, i.e. student writings, photographs of event, articles from local media.

*If funded, your application may be used as an exemplar for future applicants. All identifying information will be removed.