

## SVSU Graduate 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: \$1,500 maximum per person throughout SVSU career. The committee will also consider funding group proposals requesting travel support and will determine appropriate funding level.

Estimate: 6-7 awards/year.

Due date: First of the month, every month. Decisions for funding will be emailed by the 15<sup>th</sup> of the month if not before.

### Who is eligible?

Graduate students - registered at least half time during the academic year (5 or more credits Fall and 5 or more credits Winter semesters per University part-time definition). In order to be considered for a student-travel grant, student must be presenting at 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 for student-travel grant. Visit <https://my.svsu.edu/OnCampus/StudentAssociation/Pages/default.aspx> for details. You will be directed to login to mySVSU Portal. Click on Allocations on the left and then ILED form. Proof of this request for funding should be included in application.

### How can you apply?

Access the application database at <http://svsu.infoready4.com/CompetitionSpace>.

ABSTRACT - limited to 200 words to be used for press released and summary reports.

An abstract is a summary of essential ideas drawn from a larger text; this is not an introduction to the text.

Prepare your proposal containing the following components:

### NARRATIVE – limited to 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.

You will be asked to agree with the following statement **in the online application:**

- I understand that my application may be used as an exemplar for future applicants, and all identifying information will be removed.

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**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
- up to \$1,000 for national conference
- up to \$1,500 for international conference
- 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.

### APPENDIX

Upload evidence of requested conference registration/acceptance for your attendance/presentation. If you have not received notification to present, indicate estimated date when you will receive notification. Your travel award is pending conference acceptance.

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### FINAL REPORT – limited to 1,000 words

If funded, a final report will be due by 30 days following the project end date, containing the following components.

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).
4. Upload a copy of the conference presentation/paper (not counted in 1,000 word limit).
5. Upload any samples of materials generated by the student travel, i.e. student writings, photographs of event, articles from local media, if applicable.

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