CALL FOR APPLICATIONS

College of Arts & Sciences
Shippensburg University of Pennsylvania
Student Travel Grant Program

Overview

- A Student Travel Grant Pilot Program for students to travel to a professional conference to present (or co-present with other SU students or faculty) a paper, poster, or oral presentation.
- Additional program information available at http://www.ship.edu/CAS/CASST
- Application link online at https://ship.infoready4.com/#
- Award limit of $400 per student; Total funds available $10,000; 15 to 25 estimated awards

WHO can apply?
WHAT types of projects are eligible or ineligible?

- Undergraduate students pursuing a major housed within the College of Arts and Sciences (CAS) who are not receiving UGR funding
- The student's conference participation must be broadly related to their CAS major or minor
- Grants are awarded on a competitive basis; students are limited to one grant per student per academic year
- Students are expected to write their own original application
- Students may apply individually or as a group. If applying as a group, each student should address their contribution to the project within the proposal narrative
- Travel grants **cannot** be awarded for projects receiving equipment, supplies, and/or travel through the Undergraduate Research Program administered by the Institute for Public Service & Sponsored Programs (IPSSP)

WHAT is a CAS Student Travel grant to be used for?

- Grants are available to reimburse costs associated with travel to a professional conference to present (or co-present with an SU student or faculty member) a paper, poster, or to make an oral presentation during the fiscal year.
- Projects may be related to independent study courses, research courses, and class projects
- Generally reimbursable expenses include transportation, lodging, meals, and conference registration. The chart on page two lists eligible and ineligible expenses.

TIMELINE
When can students apply? When are applications considered? What do I do during and after travel?

- Application:
  - ✓ Applications are accepted for Spring until November 15. Applicants are accepted for Fall until March 15.
  - ✓ Applications will be accepted while funds are available
  - ✓ Application instructions follow below.
- After Award and During Travel
  - ✓ Collect all original, itemized receipts for all budget items; for mileage, document with use of Google maps or a similar tool.

	o After Travel and Within Two Weeks (14 calendar days) of Return
	✓ Complete and submit the brief (one paragraph) CASST Travel Grant Final Report
	✓ Complete and sign the Travel Expense Voucher within two weeks of the end of your trip
	✓ Attach all original receipts
	▪ Lodging receipts must show a $0 balance. Telephone calls and internet charges are _not_ reimbursed by CASST.
	▪ Registration receipt must show the registration fee was paid. CASST does _not_ pay for membership fees.
	✓ Submit all required materials to:
	▪ Jeanie Henry, Administrative Assistant, CAS Dean's Office, DHC225; 477-1151; jmhenr@ship.edu
THE APPLICATION Documents you will need to complete and upload as part of your application	o Students may submit a completed proposal at least one deadline before your dates of travel and will need to include the following:
	✓ Abstract: Summary of paper, presentation, or panel; or description of duties as a presenter, panelist, or discussant.
	✓ Explanation / justification for attending the specific conference / program.
	✓ Travel Request Form: Signed by the student, as well as the sponsoring faculty member and / or department chairperson (form available at www. http://www.ship.edu/uploadedFiles/Ship/CFEST/Grants/Travel%20Request%20Form.pdf). Student should consult faculty mentor in completing this form.
	✓ Copy of conference registration form (or information page showing registration fees / options).
	✓ CASST Grant Program Budget Worksheet (budget template available at http://www.ship.edu/CAS/CASST).
	✓ Evidence of presentation / activities (for example, name in program).
	✓ Applications should be completed by the student in consultation with the faculty mentor (and _NOT_ written by a faculty member).
	✓ A statement of support from faculty mentor or department chairperson
	✓ IRB (for research with human subjects) or IACUC (for research with animals) Clearance Letters if applicable to your project.

ELIGIBLE EXPENSES	_IN_ELIGIBLE EXPENSES
o Transportation (airfare, train, car rental, airport or hotel parking, and tolls; vehicle mileage to / from airport or conference at $0.535 / mile) o Hotel accommodations at federally recognized per diem rates (available at GSA.gov; www.gsa.gov/portal/category/104711)	o _No_ stipends or wages o _No_ costs related to project execution o _No_ faculty conference-related expenses o _No_ gratuities o _No_ conference travel to only attend a conference o _No_ organizational membership fees o _No_ telephone call or internet charges

- Conference registration cost (exclusive of separate optional conference programs)
- Food allowance at maximum of $25 / day (NOTE: original itemized receipts required for reimbursement)
- Poster and related conference printing / presentation costs up to $40

- _No_ optional conference programs such as workshops, field trips, or awards luncheons / dinners

EVALUATION CRITERIA And Related Considerations	Proposals will be reviewed by the College of Arts and Sciences Student Travel (CASST) Grant Committee. The committee consists of representatives from each division of the college (Math & Science; Arts & Humanities; Social & Behavioral Sciences; and Interdisciplinary Programs.) Representation will consist of a faculty member and a student from each division and the dean/associate dean of the College.

Applications are evaluated based upon how well they address each of the criteria listed below. A rubric is available.

- Abstract: *Are the appropriate elements for an abstract, respective of field of study, present, substantive, and directly related to the project? Are the scholarly or creative outcomes of project clear?*
- Description of anticipated conference presentation activities: *Is there a clear summary and explanation of the student's planned presentation and activities at the conference? Do these activities relate closely to the project or to the student's professional development?*
- Explanation / justification for the specific conference program: *Is it clear why this was an appropriate venue for the student to present her / his research?*
- Budget w/explanation and justification: *Do budget items directly relate to conference travel and conference activity needs? Are costs reasonable and justified with clear explanation?*

WHERE
can I learn more?

- For more information on this program, consult: http://www.ship.edu/CAS/CASST
- Staff from CAS office can answer any questions you may have; the office is located in Dauphin Humanities Center room 225
- Phone: 717.477.1151

PRIMARY CONTACT

Jeanie Henry, Administrative Assistant, CAS Dean's Office, DHC225 477-1151 jmhenr@ship.edu