

COLLEGE OF EDUCATION STUDENT RESEARCH TRAVEL AWARD GUIDELINES

OVERVIEW

The College of Education Student Research Travel Award provides financial support for students to present at professional conferences and to share what they have learned with the college. The program provides **up to \$750** in reimbursement funds to supplement other sources of support for conference presentations. Applications are accepted throughout the academic year until **the beginning of April (please see website for exact deadline)**, and funds are distributed until they run out.

Applications can be submitted at any time **before** travel commences and will be evaluated when received on a monthly basis from September to April each fiscal year until funds are gone.

CONDITIONS OF THE AWARD

Acceptance of the award indicates agreement to:

1. Submit a summary for the [College of Education Conference News website](#) that briefly explains the research presentation and presents conference experiences and insights that would be a value to other COE colleagues. This summary should be submitted **within three months** of supported travel to Jennifer Dodson in Word or PDF format.
2. Submit a research proposal to the [Illinois State University Research Symposium](#), which would ensure students are eligible for University funds as well.

Students who receive a COE Student Travel Award and do not meet these two conditions will **not** be eligible for future COE Student Travel Awards.

ELIGIBILITY

- **Applications must be submitted prior to travel.**
- All College of Education (TCH, SED, EAF) undergraduate and graduate majors at Illinois State University are eligible to receive up to \$750 in travel award funds each fiscal year.
- The award is limited to one award per academic year.
- Coauthored presentations are considered as a single submission; the single reimbursement will be distributed evenly across student conference presenters. Coauthors are only required to submit one summary for the COE website and one research proposal submission to the ISU Research Symposium.
- An individual may re-apply if not funded for earlier applications.
- Recipients of prior COE travel awards who have failed to meet travel award conditions are ineligible.

AWARD AMOUNT

Awards will be up to \$750 for a presentation. Individuals will be reimbursed for documented conference attendance expenses. The number of awards and amounts are subject to availability of funds.

ANSWER THE FOLLOWING QUESTIONS IN THE NARRATIVE:

- Describe the conference in sufficient detail to allow a clear understanding of its value for you. The conference should be dedicated to, or devote a significant portion of the program to, research related to department and college goals. Include evidence that the program has a substantial commitment to this criterion (e.g., describe a preliminary program with sessions you plan to attend; describe a prior year's program; etc.).
- Describe financial need to support conference attendance.
- Identify specific ways that this experience will benefit you professionally and how it applies to your course of study.

EVALUATION CRITERIA

This award is competitive. Students will be selected based on the degree to which an application:

- Clearly addresses all of the application narrative elements;
- Describes significant potential benefits of the conference experience for the applicant;
- Financial need is described;
- Presents a reasonable itemized budget;
- Is well-written and complete.

IMPORTANT DATES

- Applications are accepted throughout the academic year until **the deadline listed on the website**.
- Funds must be spent no later than **June 15** of the relevant fiscal year.
- All receipts for reimbursement and other required documentation must be presented as soon as possible after return from travel but **no later than 60 days after return and before June 15** of the relevant fiscal year. One must be a student in the College when funds are distributed.

QUESTIONS?

Contact Jennifer Dodson, Assistant to the Associate Dean, at jndodso@ilstu.edu.