**College of Education**

**2018-2019 Student Research Travel Award**

**Overview**

The College of Education Student Research Travel Awardprovides financial support for students to attend and 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 attendance. Applications are accepted throughout the year until April 15th for each fiscal year, and funds are disbursed until they run out.

**Grant Program Details**

**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. An individual may re-apply if not funded for earlier applications. *Recipients of prior COE travel awards who have failed to meet grant obligations are ineligible.*

**Amount of Awards**

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.

**Application Materials and Procedures**

An application form can be found in the attachment.

**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., a preliminary program with sessions you plan to attend; a prior year’s program; etc.).
* Include a link to the conference website.
* Indicate what you will present at the conference by attaching a copy of accepted proposal submitted to the conference.
* 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.

**Complete the budget section.**

Applications can be submitted at any time to Jennifer Dodson (jndodso@ilstu.edu) before travel commences and will be evaluated when received on a monthly basis. Applications will be considered from September to April each fiscal year until funds are gone.

**Evaluation Criteria**

The grants are competitive. Individuals 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.

**Conditions of the Award**

Acceptance indicates agreement to:

1. Submit an article for the College of Education Conference News website (<http://education.illinoisstate.edu/faculty_staff/research/conference/>) that summarizes the research presentation and presents conference experiences and insights that would be of value to other COE colleagues. It should be submitted **within three months of supported travel in** Word or Rich Text Format.
2. Submit a research proposal to the Illinois State University graduate or undergraduate research symposium, which would ensure they are eligible for University funds as well.

**Important Dates**

* Funds must be spent no later than June 1 of the relevant fiscal year.
* **All receipts for reimbursement** and other required documentation must be presented to **Jennifer Dodson** (jndodso@ilstu.edu) as soon as possible after return from travel but **no later than 60 days after return and before June 30th, 2019**. One must be a student in the College when funds are distributed.

**Questions?**

Contact Barbara Meyer, Associate Dean, at bbmeyer@ilstu.edu.

**College of Education**

**Student Research Travel Award**

|  |  |
| --- | --- |
| Name |  |
| Dept/School |  |
| Telephone |  |
| ISU email |  |
| Are you employed by ISU? (Yes or No – includes student workers and graduate assistants) |  |
| Conference location |  |
| Conference dates |  |
| Attach or provide acceptance letter or conference program. |  |
| Have you previously been awarded a COE Research Dissemination Award?  **If yes**, you must meet the 3 conditions below. | Yes | No |
| Confirm that the award was in a previous academic year, not the current year.  |  |
| Provide a link to or a hardcopy of the article you wrote for the college website.  | X if attached |
| Provide evidence that you have submitted a proposal or presented at ISU’s student research symposium  | X if attached |

**Narrative:** (recommended length: approximately 400 words. See instructions above)

|  |
| --- |
|  |

**Budget Request:** Specify estimated expenses the award would help cover (e.g., conference fee, travel expenses, hotel expenses). As with all travel expenses, retain documentation that may be needed to be submitted with travel vouchers.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Travel Cost categories  | Amount requested |
| Per diem – ISU reimbursement listed at: <http://travel.illinoisstate.edu/reimbursements/perdiem/>  |  |
| Registration |  |
| Hotel Room |  |
| Transportation (flight, taxi, car, etc.) |  |
| Other 1 |  |
| Other 2 |  |