

STUDENT TRAVEL TO CONFERENCE – OFFICE OF ACADEMIC ADVISING
To Support Travel to Present Work at a Conference or Professional Meeting

For Office Use Only Date Received _____ Approved _____ Denied _____
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Date of Application: _____

Student Project Leader*: _____

(*Note: If this is a group travel project, then include the names of the students in your project description)

Declared or Anticipated Major(s): _____ Minor(s): _____

Current Cumulative GPA: _____ Amount Requested: _____

Have you previously received a Student Travel to Conferences Fund? No Yes

If yes, when? _____ Amount Received: _____

Title of Presentation: _____

Faculty Sponsor: _____ Department/Program: _____

For the Faculty Sponsor

I have read the student's narrative and endorse the proposed work: _____
(signature required)

Optional Comments (attach letter if necessary):

The following information will be kept confidential but is needed for check processing:

Student Project Leader*: _____

Class Year: _____

(SSN) _____

Home address: _____
(street) (city, state, zip code)

Cell Phone: _____

E-Mail: _____

On a separate sheet of paper, please provide the following information:

1. Attach your presentation title, abstract, and proof of acceptance to the professional meeting.
2. Describe your role in presenting the work.
3. Describe how participation in this conference will enhance your college education.
4. Explain the potential benefit of the project to the academic community at Skidmore.
5. Provide a detailed budget for anticipated expenses and assurance that funds are not available from other established sources at the College.
6. If this project is being done in collaboration with a faculty member, please describe the nature and extent of the collaboration.

Please Note: If this study will be using human subjects or animals, you must consult with your faculty sponsor to determine if you need approval from Skidmore's Institutional Review Board (IRB), Psychology Review Board (PRB), or Institutional Animal Care and Use Committee (IACUC). Approval is required if you include human subjects and you plan to disseminate your research findings in a scholarly forum, such as a professional meeting or peer-reviewed publication. Indicate in your application if you need IRB, PRB, or IACUC approval or not; if you do, also indicate whether or not you have submitted your proposal for review or received approval. If you have received approval, please attach your approval memo. All Skidmore College researchers that interact with human participants (regardless of whether or not they need IRB or PRB approval) are expected to conduct their research in an ethical manner that respects the rights and needs of those from whom they collect data. This involves fully informing your interviewees as to how their data will be used and how you will protect confidentiality and their identities.

Be certain to type and proofread all materials submitted. Applications that do not meet high standards of clarity, coherence, and accuracy will be rejected. **Please submit this application and all support materials to the Office of Academic Advising** (Starbuck Center – Upper Level) **at least three weeks** before the conference. You should allow **at least two weeks** for the grant request to be considered.

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- Date received
- All sections completed
- Student's Cumulative Record Attached (for Dean)
- Faculty Advisor Name: _____
- Student Project Description Attached
- Budget Attached
- Faculty Letter Attached (if provided)
- IRB Approval attached (if pertinent to project)
- Portfolio of Work
- IRB/PRB/IACUC

~ STUDENT TRAVEL TO CONFERENCE FUNDS ~
OFFICE OF ACADEMIC ADVISING

Purpose: The Student Travel to Conference Funds (part of the Student Opportunity Funds administered by the Office of Academic Advising), are provided by generous friends and alumni of the College. The Funds offer grants in support of student travel to present research or creative projects at a conference or a professional meeting. Grants may be used to defray the costs of travel to the conference, lodging, and meals. Students should seek support from their departments or projects to cover conference registration and membership fees in the professional organization. Grant amounts are typically \$200-\$500. The amounts of the awards always depend in part on the total dollars available for each semester.

We do not provide funds for travel to attend a meeting where the student does not present. We also do not provide funds for student travel related to a class activity (required or voluntary) or as part of a co-curricular activity sponsored by a department or program.

Criteria and Procedures: Applicants for funds must be full-time matriculated undergraduates and be able to demonstrate the merits of their travel to present research or creative projects at a conference or a professional meeting.

Alumni may apply for funds up to one year after graduation if they plan to present work that was completed during their senior year. Graduates are reimbursed for expenses after the conference rather than given awards before traveling to the conference.

The applicant should describe how the activity will enhance his or her education, explain the potential benefit of the project to the larger Skidmore community, and provide a detailed budget. Funds may be used only for the purposes designated in the application; any unexpended funds must be returned to the College. Successful applicants agree to file a brief project report and expense report with the Office of Academic Advising after completing their funded activity.

Review Process: All applications for Student Travel Funds should be submitted to the Office of Academic Advising, Starbuck Center, Upper Level, at least three weeks before the student travels to the conference. **Application materials must be typed and must meet high standards of clarity and coherence to be considered.** The Associate Dean makes all final decisions, consulting as necessary with other staff and faculty.

The Office of Academic Advising 12/10

STUDENT TRAVEL TO CONFERENCE FUNDS TIPS FOR A SUCCESSFUL GRANT APPLICATION

Project Description: clarity and completeness are very important, just as they will be when you apply for a grant in your professional or community life after leaving Skidmore. Provide sufficient detail on the nature of your research or creative endeavor, and describe the progress you have made on the project. We do not fund projects after they have already been completed, but we do like to see what thought you have given to the project and the exploration you have already undertaken.

Faculty Assessment: your faculty sponsor must endorse your proposed work. We strongly encourage you to work with your sponsor while crafting your proposal, and your sponsor should provide feedback on your narrative while it is still in draft form. Your sponsor may have valuable advice on how to convey your project goals and methods to a general audience.

Enhancement to your education and potential benefits to the Skidmore community: please take these two questions (on the application form) seriously. They ask you to expand your field of vision beyond the individual project. One thing to consider is whether you could present your completed project at the annual Academic Festival (late April or early May).

Budgets: guesstimates and round figures are not compelling. You should research actual costs and present the basis for such costs in the proposal. Look for ways of saving money, too. Our effort is to make your project affordable for you but also to stretch the funds to as many worthy students as possible. If travel is involved in the project, be certain to show why it is essential. Consider the cheapest modes of transportation and inexpensive options for hotels and meals. When you take your own car, we offer funds for gas and tolls only, not according to the per-mile formulas associated with professional travel. We support travel to a conference only when you are officially presenting research results or can demonstrate that specific content at the conference is key to your research project (so that, in effect, the conference becomes a research resource). We often help underwrite publications, exhibits, and performances. We seldom fund the hiring of professional experts or services; nor can we fund expenses that should be met by academic department budgets (for example, special equipment needed for a course or expenses for a field trip). You are less likely to be given a second grant for a similar project if other qualified students are first-time applicants. Consider, too, how you can make an ongoing project (for example, a regular publication) self-supporting.

Follow-up: be certain to acknowledge support from the Skidmore Student Opportunity Funds in any publication or presentation, just as you would in the real world of grant funding. It is very helpful for us to have a final report from you on the benefits of the grant, and to receive a copy of any “product” that might be shared with a current or potential donor. We are also pleased when a student wants to write a note of thanks to the appropriate donor. This can make a big difference for ongoing donor support. Any equipment or unused supplies purchased with Opportunity Funds must be left with the appropriate Skidmore department for the use of future students. Finally, remember to file your expense report, with receipts, so that your grant will not be treated as taxable income by the IRS.

**The Office of Academic Advising
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