

**STUDENT TRAVEL TO PRESENT AWARDS – Skidmore College
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 involves human subjects or vertebrate animals, you must consult with Skidmore's Institutional Review Board (IRB), Participant Review Board (PRB), or Institutional Animal Care and Use Committee (IACUC) to determine whether you need to submit an application for review and approval. IRB approval is required if your research 1) involves human subjects, 2) includes any interaction or intervention with human subjects or access to identifiable private information, and 3) meets the definition of research, which is defined as a systematic investigation designed to develop or contribute to generalizable knowledge. IACUC approval is required if your research involves vertebrate animals, such as mice, rats, fish, reptiles and birds, including wildlife studies involving vertebrate animals. Indicate in your application if you need IRB, PRB, or IACUC approval; if you do, also indicate whether or not you have submitted your proposal for review and/or received approval. If you have received approval, please attach your approval memo. All Skidmore College researchers that interact with human participants or involve vertebrate animals in their research (regardless of whether or not they need IRB, PRB or IACUC approval) are expected to conduct their research in an appropriate and ethical manner.

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 Pat Choukeir in Starbuck Center 201 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 PRESENT AWARDS ~
Skidmore College

Purpose: Student Travel to Present Awards, are provided by generous friends and alumni of the College. Awards support travel to present research or creative projects at a conference or 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 to cover conference registration and membership fees in the professional organization. Grant amounts are typically \$500-\$800 and depend on availability of funds 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 to Pat Choukeir in Starbuck 201 after completing their funded activity.

Review Process: All applications for Student Travel Funds should be submitted to Pat Choukeir in Starbuck Center 201, 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.

Rev. 09/16

STUDENT TRAVEL TO PRESENT AWARDS 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 extent of any collaboration with faculty and peers.

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.

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.

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 students as possible. Consider the cheapest modes of transportation and inexpensive options for hotels and meals. When you take your own car, mileage will be paid up to 400 miles, roundtrip, at the rate per Financial Services. 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).

Follow-up: be certain to acknowledge support from the Skidmore College Student Opportunity Fund in your publication or presentation. Finally, remember to file your expense report, with original receipts, so that your grant will not be treated as taxable income by the IRS.

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