Student Travel Funds
for
Scholarship and Research Presentations

Eligibility Criteria

All undergraduate and graduate students enrolled in any program at Clarion University who are presenting research, creative, or scholarly activities are eligible to apply for funds to support travel expenses related to these opportunities. Funds are not available for travel to attend courses or classes. All students who request funds must be in good academic standing with a recommended GPA of 2.5 or higher. **Students may apply for travel funds to present at one event each semester.** Funds are not to be used for faculty travel. A student receiving a successful grant is required to present his/her findings at the Undergraduate and Graduate Research Conference that will be held at Clarion University on Thursday, April 16, 2020.

What Types of Travel May Be Funded?

The Undergraduate and Graduate Research Committee will favor funding those opportunities where the student is presenting the results of scholarship. Students can apply individually for separate presentations or as a group for combined presentations. Where students are travelling as a group, one individual should take the lead on the application. However, the application should clearly state that each student in the group is actively involved in the project and is requesting travel reimbursement. **Please contact us prior to submitting the application if more than four students per presentation are expected to attend.** The committee may rely on departmental input to determine what events constitute appropriate scholarly activities for any given discipline as the committee realizes that scholarly activities are not limited to traditional research conferences. **If you are including mileage costs, travel must originate from Clarion University, unless the origination point is closer to the destination.**

Funding Levels

A maximum of $500 each is allotted for travel to national conferences and a maximum of $250 each is available for state and regional conferences. Travel expenses may include registration, accommodations, airfare, and mileage. The reimbursement may not cover all expenses; in these instances, students will be responsible for payment of the balance.

Procedure for Requesting Funding

Funding approval consists of a three-step process. The first step is to gain the Undergraduate and Graduate Research/Scholarship Review Committee recommendation. Students should submit a signed, typed electronic PDF application by email attachment to Dr. Chunfei Li in advance of the actual conference to allow committee reviewers the necessary time for consideration. We recommend submitting the application no less than **four weeks** prior to the departure date; applications will not be considered if submitted within two weeks of the event. **No application will be reviewed if it is submitted after the event. Each student must apply for funds if requesting a reimbursement, although multiple students can use one form for a group project. The travel grant application is attached below. His/her signature on the form indicates the faculty mentor's support of the request. We strongly recommend providing proof of acceptance for the presentation at the conference or event. An email from the conference organizers is acceptable**.

      If the travel request is approved, students must fill in and submit a Clarion University Travel Approval Request form http://www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/purchasing/AP.TRAVELAPPROVALREQUEST.TEMPLATE.pdf prior to the date of travel and submit it to the Grants Office (125 Carrier). This form must be signed by the traveler, department chair and dean of the college, and the provost.

      Funds are not awarded prior to the travel. However, group travel and/or registration can be prepaid using a department purchasing card. If the department chair or dean approves this method, the department administrator should contact the grants office for billing information for more information. Once travel has been completed, fill out the Clarion University Travel Expense Voucher for reimbursement and submit it to Grants office for reimbursement. http://www.clarion.edu/search.html?q=Travel+expense+voucher.The form is submitted with your receipts. This form must be signed by the traveler, their supervisor and then the Provost before reimbursement will be processed. All reimbursements will be made by check to the students.

What is the Timeframe for the Awarding of Grants?
      All funds must be expended and reimbursement claims submitted within the fiscal year (July 1 through June 30). **Send completed applications in a PDF format to Dr. Li (cli@clarion.edu) and Dr. Prezzano (sprezzano@clarion.edu)**.

STUDENT RESEARCH/SCHOLARSHIP TRAVEL GRANT APPLICATION

PROJECT TITLE: _____

LEAD STUDENT'S NAME: _____

TYPE OF PRESENTATION (Paper, Poster, Debate, Exhibit, etc.): _____

AMOUNT REQUESTED: _____

Undergraduate or Graduate Student? _____

Department of Major _____ GPA _____ # Credits earned _____

Campus Address _____

Email Address_____ Phone# _____

Name of Conference/Exhibit/Seminar, etc. Where Student(s) is/are Presenting:

_____

Location of Conference/Exhibit/Seminar Where Student(s) is/are Presenting:

_____

Date of Conference/Exhibit/Seminar Where Student(s) is/are Presenting:

_____

Lead Student's Signature: _____

Additional Student Presenting_____

Campus Address: _____

Email Address_____ Phone# _____

Additional Student Presenting_____

Campus Address: _____

Email Address_____ Phone# _____

(Attach additional student's names if more are presenting)

FACULTY MENTOR: _____

Department _____ Email _____ Campus Ext_____

Faculty Mentor's Signature _____

Abstract of the Scholarly Project. Include Rationale for Travel Request:

Estimated Costs:

      Transportation* _____ $_____

      Lodging $_____

      Meals $_____

      Conference fees $_____

      Total $_____

If travel funding is approved, you must provide evidence (receipts) to support the travel expenses. Reimbursement for travel costs up to the amount funded will require the traveler to complete a travel expense voucher.

PLEASE SUBMIT THIS FORM AS A TYPED PDF IN A SINGLE FILE ADDRESSED to CLI@CLARION.EDU.
Please include a short text in the email message area clearly stating what you are sending.

*Indicate method of travel and if a rental vehicle will be used.

(Please attach proof of presentation acceptance. An email from the conference organizers is acceptable).
If proof is not possible, please contact Dr. Chunfei Li.