

## **Conference Travel Grants for Students December 1, 2022 to May 31, 2023**

**Description and Purpose:** Southern Connecticut State University recognizes the importance of student and faculty scholarship and creative activity in furthering its mission. The University is committed to expanding the array of support mechanisms for such scholarship and creative activity. The Conference Travel Grants for Students aims to provide graduate and undergraduate students with funds to support travel costs and/or registration fees for national or international conferences whether virtual or on ground for the purpose of **presenting their scholarship**. Proposals from students who wish to attend a conference without presenting their work will not be considered for funding. Proposals from students whose work demonstrates a high probability of producing, for example, a published manuscript (or other relevant scholarly representation aligned with their discipline, i.e., art exhibit, book contract) will be given priority.

**Eligibility:** Matriculated graduate or undergraduate students (both full and part time), whose conference proposal has *already* been accepted by the conference organizers, are eligible to apply for this support.

- Faculty cannot be the lead author.
- Student presenter must be the first or second author. If two students are on one panel, they cannot get full funding but will have to split the award amount.
- No more than two students for one paper or poster will be allowed.
- Student must have completed at least one semester at SCSU.
- FT faculty may not apply for these funds even if they are enrolled as a Graduate Student.
- PT faculty who are enrolled in a graduate program at SCSU may apply for AAUP travel funds or for a student travel grant, but not both.

**Review Process:** Applications will be reviewed by a group of faculty members representing a broad range of disciplines, who have been appointed by the Provost to serve on the University-wide Research and Scholarship Advisory Committee (RSAC). These grants are sponsored by the Office of the Provost/Vice President for Academic Affairs and the Deans. Students with other concurrent funding must disclose their funding.

**Award Amount:** Matriculated graduate students may apply for up to \$1,000 for a national conference or up to \$1,500 per international conference, depending on the budget submitted. Undergraduate students may apply for up to \$500 for a national conference only. Please note: *regional* conferences cannot be awarded under this Call. Funds for both types of students may only be applied towards the costs of registration, transportation, and hotel room expenses. All travel must abide by regulations of the CDC and CT Department of Health as they exist at time of travel. Funds may not be used for faculty travel expenses.

*For virtual conferences:* Matriculated graduate or undergraduate students may apply for up to **but not more than** the cost of registration for a virtual conference. Funds may not be used for faculty registration expenses.

**Application Process:** The application and all required documents must be submitted **via the Kuali portal system using this link: [Conference Travel Grants for Students](#)**.

**All the following documents must be submitted (in PDF format). Incomplete applications will not be funded.**

- Conference announcement
- Student's Conference abstract **and** proof of acceptance of the student's abstract
- Unofficial transcript
- Budget of travel-related expenses.  
**Please note** that only the cost of registration, estimated travel to and from the conference site, and the estimated expense for a hotel room during the conference should be listed in the budget. *For virtual conferences* only the cost of registration (not supplies) for the conference can be submitted.
- Proof of conference registration costs.

Students must indicate a faculty mentor on the form; the faculty mentor is expected to formally approve the application through the electronic portal.

We recognize that conferences send acceptance at different times, therefore there is no hard deadline for submission of proposals. However, after committee review and approval, commitments to fund will be granted on a first come, first serve basis. Therefore, students should apply as soon as possible after they receive organization/society/conference acceptance. Funds are ordinarily distributed on a reimbursement basis following processes used by the university Travel Office. **All expenses, following travel, must be fully reconciled prior to the end of the fiscal year (by no later than June 30, 2023).**

#### **Further Information**

For questions, please contact Professor C. Michele Thompson [thompsonc2@southernct.edu](mailto:thompsonc2@southernct.edu) .

Please note that awardees are responsible for completing the University/State required Travel Authorization and associated paperwork within the required timeframe to be reimbursed.