



Provost Travel Grant for Undergraduate Student

GUIDELINES

Submit grant applications to the Student Affairs Office, Wright 104

Purpose

The Provost has available funds which can be applied for by undergraduate student members of currently registered student organizations and undergraduate students in an active role at an academic or student development conference, meeting, or competition (making a presentation, committee member, volunteer role, etc.) The purpose of the Provost Travel Grant is to support students with their academic and co-curricular endeavors. The Provost will make the final decisions.

Available funds include up to \$250 per student for an out-of-state conference and up to \$150 per student for an in-state conference. Funds are for available students who are actively engaged in a contributing role, not for students who only attend conferences or other events.

To be considered, complete a Provost Travel Grant application. It must include a clear description of the student's active role (copy of acceptance letter to present, member of competition team, committee member, specific volunteer, etc.)

**Student Affairs Office
Wright Administration
Building Room 104
8600 University Boulevard
Evansville IN 47712**

Who is eligible for funds?

Undergraduate student members of student organizations in good standing with the Student Development Programs Office, and/or undergraduate students working with departments on academic related travel projects are eligible to apply for funds. Faculty/Staff advisors must sponsor student applications. Travel for SGA, APB, and The Shield is not eligible. Graduate students may apply for travel funds through the Graduate Studies Office.

Criteria for the funds

1. Students making presentations at academic conferences.
2. Students competing in academic related competitions.
3. Students who have an active role at an academic or student development conference (such as committee member, volunteer position, etc.).
4. Faculty/Staff advisors/departments must sponsor student's request.

Policies

1. Funding for travel will depend upon the merit of the travel proposal and availability of funds.
2. USI accounting procedures must be followed.
3. All payments are made as reimbursements (to sponsoring department) and original receipts are required.
4. Provost Travel Grant funds must be used in compliance with USI student domestic travel policies, all University and state regulations. International travel is not funded by the Provost Travel Grant.
5. Violations of University policies during Provost Travel Grant funded programs will result in a loss of future grant application privileges, and may result in loss of awarded/current funding support.
6. It is the policy of the University of Southern Indiana to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or veteran status.

For application:

<http://www.usi.edu/studentaffairs/grants>

Questions?

812-464-1757



Provost Student Travel Grant

Return this completed application with necessary documentation to
 STUDENT AFFAIRS, Byron C. Wright Administration Building, Room 104

Today's Date:

Name:

Student ID #:

Address / City / State / Zip:

Email Address:

Phone:

Student Organization Name (if applicable):

Sponsoring Department:

Account Number:

Advisor/Faculty Sponsor:

Contact Phone:

Conference/Meeting Name:

Location:

Date(s):

Describe the activity related to the conference/meeting:

If presenting at conference/meeting, list name(s) of co-presenters (if any). **REMINDER:** Each presenter must complete a separate application to be eligible for consideration of grant funding.

Role at conference/meeting, if not presenting:

Please attach a copy of the conference abstract, and if available, confirmation the abstract paper has been accepted for presentation. Also, attach a copy of your volunteer or other assigned participatory role at the conference.

List of Expenses

List below any money you are receiving, or have applied for, other University sponsors/departments/areas:

Conference Registration:

Transportation:

Lodging:

Food:

Other ()::

TOTAL AMOUNT \$

NOTE: Grant funding can be disbursed in two possible ways:

- 1) Money may be transferred to a department/organization account, or
- 2) A student may be reimbursed by the sponsoring department if paying own expenses. If the student is reimbursed after the conference, the student **MUST PROVIDE** a copy of the hotel receipt. Without receipts, reimbursement cannot be issued.

Grant Limit: Up to \$250 per student for out-of-state; up to \$150 per student for in-state conference

Office Use Only

Date Received:

Amount Requested:

Amount Approved:

Provost Approval:

Grant Processed: