

# College of Sciences and Health Professions Student Travel Fund

## APPLICATION GUIDELINES AND PROCEDURES

### Available Support and Application Process

The College of Sciences and Health Professions will provide funds for the cost of travel, up to a **maximum of \$300**. Additional support from the student's research advisor and/or department is strongly encouraged, in order to increase the competitiveness of the proposal.

To apply for funding, complete the application form fully and submit it to the College of Sciences and Health Professions Dean's Office. Please ensure all required signatures and documentation (such as letters of invitation, call for papers, etc.) are included in the package when submitted. **Fully complete applications must be submitted to the Dean's Office at least three weeks prior to travel in order to be considered.**

### Funding Requirements and Priorities

This program is competitive and, because of limited funds, not all applications will be funded. **Only one award per person per academic year will be funded.**

#### **Requirement:**

Travel funds will only be awarded to students whose abstracts are accepted for oral or poster presentation at a conference.

#### **Priorities:**

- Preference will be given to proposals in which the Research Advisor and/or Department have provided financial support from travel funds at their disposal.
- Preference will be given to students who are accepted to present (poster or oral) at **national meetings**.
- Preference will be given to doctoral students who have passed their candidacy examination.

### Application Submission

Submit completed applications to the **College of Sciences and Health Professions Dean's Office, SR 353**, at least three weeks prior to travel date. A complete application includes the APPLICATION FORM FOR COSHP STUDENT TRAVEL FUND (below) and a TRAVEL APPROVAL AND EXPENSE REPORT (you should get this paper-only from your departmental office) with the top portion completed. Requests for international travel will be sent to the Provost's Office for approval.

Please be aware that the Graduate College also has a travel fund for graduate students, and that form should be included with this one if you also are applying for those funds:

[http://www.csuohio.edu/sites/default/files/media/grad\\_college/documents/Grad Student Travel Fund.pdf](http://www.csuohio.edu/sites/default/files/media/grad_college/documents/Grad Student Travel Fund.pdf)

Applicants will be informed via email of action taken on your proposal.

## APPLICATION FORM FOR COSHP STUDENT TRAVEL FUND

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Department: \_\_\_\_\_

email address: \_\_\_\_\_

Undergraduate \_\_\_\_\_ Graduate Student \_\_\_\_\_ (Please fill out the information below.)

Master's \_\_\_\_\_ Doctoral \_\_\_\_\_ (Passed Candidacy Exam: \_\_\_\_\_ YES \_\_\_\_\_ NO)

Event/Conference: \_\_\_\_\_

Location: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Abstract has been ACCEPTED: \_\_\_\_\_ Oral Presentation \_\_\_\_\_ Poster \_\_\_\_\_ Abstract ACCEPTANCE IS PENDING: \_\_\_\_\_ Oral Presentation \_\_\_\_\_ Poster \_\_\_\_\_

Attach:

- Copy of abstract submitted for poster or oral presentation
- Documentation showing that paper/poster has been invited or accepted for publication

Anticipated Expenses		
Expense Item	Explanation/Details	Estimated Cost
Transportation		\$
Hotel		\$
Meals		\$
Registration		\$
Other Expenses (list):		
		\$
		\$
		\$
TOTAL		\$

The following individuals must provide signatures:

- 1) The Supervisor certifies that the applicant's information is correct and that committed funds, if any, are available.
- 2) The Chair/Director certifies that the travel is appropriate and that any committed Department/School funds are available.
- 3) The Student certifies that the proposed expenses are accurate estimates and that any "Other" funds (for example, from a student organization or special unit such as GRHD) are available.

Source of Funds (specify)	Amount	Person	Required Signature	Date
	\$	Supervisor		
	\$	Chair/Director		
Other (specify)	\$	Fiscal agent		
Other (specify)	\$	Fiscal agent		
<b>COSHP Travel Fund Request</b>	\$	Student		
Graduate College request (if any)	\$		Attach form, if applying	
TOTAL	\$			