

Arkansas State University

College of Education

Student Travel Fund

Funding Year

(Session I: August 15 – February 14 & Session II: February 15 – August 14)

*Please note that failure to fully comply with all guidelines, procedures, and deadlines could result in disqualification or postponement of your request.

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I. Terms & Conditions

Thank you for your interest in the Student Travel Fund (STF). The STF was established to support Arkansas State University students (undergraduate & graduate) presenting at conferences. The STF Committee feels that conference presentations are essential for the academic growth and development of students attending Arkansas State University.

The following items are included within this application and must be completed in full before it will be processed. Once your application has been completed, please save all confirmation emails for your personal records. The following steps must be taken to ensure successful completion of the application:

- Completed application form including contact and department information.
- Complete budget of all expected expenses that must be confirmed by your advisor (or supporting faculty member) through a confirmation email that they will receive after you register.
- A typed statement of purpose not to exceed one page.
- A one page letter of support from department chair, advisor, or faculty member within applicant's department.
- Agree to the Terms and Conditions section and check the box indicating you have read the guidelines and procedures

II. Application Guidelines

- Any enrolled graduate (maintaining a minimum semester course load of 6 hours) or undergraduate (maintaining a minimum semester course load of 12 hours) student in the College of Education presenting at a conference prior to graduation is eligible to apply for funding.
- The maximum individual award given for travel is **\$250**. However, the STF Committee reserves the right to allocate less than the amount requested. The award will only be for actual travel expenses even if it is less than the awarded amount.
- Each student is eligible to receive funding only once during the funding year (**Session I: August 15 – February 14 & Session II: February 15 – August 14**).

- All requests for funding must be made during the funding session in which the conference will occur. Funds for activities completed in a prior academic year are **NOT** eligible requests.
- If awarded funding, recipients must acknowledge the College of Education STF and Committee for their part in providing funding when presenting at conferences.
- If awarded funding, recipients must upon completion of their presentation, submit a written report of the results of their experience of no more than one page.
- All awards are contingent upon acceptance of presentation to a conference.

III. Priority Guidelines When Awarding Funding

In the event that the application demand pool exceeds the funds allocated, a Priority Points System will be used to rank applications and award funding accordingly. Below is a list of priority guidelines, as well as a Priority Points amount.

Conference	Priority Points
International	+4
National	+3
Regional	+2
State	+1
Local	+0

IV. Student Travel Fund Application Deadlines and Decision Dates

Student Research & Travel Fund applications will be reviewed once every six months. Should you apply after the prescribed application deadlines, then your submission will be reviewed in the NEXT application period block.

Application Deadlines for Session I & Session II are as follows:

Session I (August 15 – February 14)

Application Deadline: October 1

Session II (February 15 – August 14)

Application Deadline: April 1

V. Receiving Allocated Funds

All awards will be distributed in strict accordance with ASU policies and procedures.

VI. Further Questions?

For further questions regarding Student Research & Travel Funding, please contact Lance G. Bryant, Ph.D. (lgbryant@astate.edu or 870.680.8101)

SPECIAL NOTE:

You will be asked to verify that you have read and understand the STF procedures and guidelines. By signing you are indicating that you have read and understand the guidelines and procedures for applying for the STF. You are also indicating that, if awarded, the funds will be used for the specified travel and that the College of Education STF Committee will be recognized as prescribed in the application guidelines and procedures.

**College of Education
Student Travel Fund
Application Form**

*Submit application, supporting letter, and statement of purpose to Mary Jo Bohrman,
ED/COMM Bldg, Dean's Office, Room #329.*

Personal Information:

Name of Applicant

Student ID#

ASU Email

Mailing Address

State/Country

Home phone number

Other phone number

Academic Information:

Major _____ Department _____

Faculty Mentor or Advisor _____

Travel Information:

Please list the Name, Professional affiliation, and your Role of your intended conference

Name of conference _____

Professional affiliation _____

Date(s) of attendance at conference _____

Your role at conference _____ Presenter _____ Attendee

Check the appropriate box:

International Conference _____

National Conference _____

Regional Conference _____

State Conference _____

Local Conference _____

List ALL Expected Expenses:

Lodging	_____
Travel/Airfare	_____
Meals	_____
Car Rental	_____
Mileage	_____
Reg Fees	_____
Misc.	_____
Total	_____

Please sign below that you have read and understood the Student Research & Travel fund procedures and guidelines.

Applicant Signature

Date

**Application Deadline: Session 1: October 1
Session 2: April 1**

***Submit application, supporting letter, and statement of purpose to Mary Jo Bohrman,
ED/COMM Bldg, Dean's Office, Room #329.***

Administrative Use ONLY:

Letter from Chair, Advisor, or Faculty Member Attached (_____) check

Statement of Purpose Attached (_____) check

Amount Awarded _____ Date _____

STF Chair Signature

Date

COE Dean Signature

Date