

**Arkansas State University
College of Education and Behavioral Science
Student Research Support**

Funding Year

Session I: (August 15 – February 14)

Application Deadline: Dec 1

Session II: (February 15 – August 14)

Application Deadline: April 1

*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 Research Travel Support funding opportunity. This funding opportunity was established to support Arkansas State University students (undergraduate & graduate) presenting at conferences. The 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 the department chair, advisor, or faculty member within the 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 student in the College of Education and Behavioral Science presenting at a conference is eligible to apply for funding.
- Any enrolled undergraduate student, maintaining a minimum semester course load of 12 hours, in the College of Education and Behavioral Science presenting at a conference is eligible to apply for funding.
- The research must be completed prior to graduation.
- Presentations must occur within 6 months of graduation.
- The typical individual award given for travel is \$250. However, the committee reserves the right to allocate awards based on the availability of funds.
- 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 and Behavioral Science Student Research Travel Support 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 Type | Priority Points |
|-----------------|-----------------|
| International | +4 |

| | |
|----------|----|
| National | +3 |
| Regional | +2 |
| State | +1 |
| Local | +0 |

IV. Student Research Travel Support Application Deadlines and Decision Dates Student Research Travel Support 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: December 1

Session II (February 15 – August 14)

Application Deadline: April 1

V. Receiving Allocated Funds

All awards will be distributed in strict accordance with A-State policies and procedures. For distribution, itemized receipts from expenses incurred during travel need to be turned in as a part of the process for receiving funds. If itemized receipts are not submitted the COEBS Dean's office will not be able to reimburse the student's expenses. The COEBS Dean's Office will distribute the funds for questions related to funds email Tonda Keys (tkeys@astate.edu). Please see your department administrative assistant for specific details of what is required before you travel.

VI. Further Questions?

For further questions regarding Student Research Travel Support, please contact:

The Associate Dean of COEBS

SPECIAL NOTE:

You will be asked to verify that you have read and understand the Student Research Travel Support procedures and guidelines.