



College of Education and Behavioral Science – Procedure Manual

Effective Date: 4/20/12

Procedure Number: 03 - 08

Section: Committee Structure and Representation

Subject: Student Research Travel Support Committee

The Student Research Travel Support Committee is composed of a total of four members, one representative from each of the College's departments selected by the respective department chair. These members elect a chair. Term of service is for one year.

The committee's role is to 1) review funding applications biannually, and 2) make recommendations to the Dean regarding the funding of student applications for travel related expenses incurred by students while presenting at learned forums (i.e. scholarly conferences and/or conventions). The Dean has the responsibility of accepting or rejecting submitted recommendations. In addition, the Student Research Travel Support Committee will periodically review student application guidelines and procedures to ensure effective practice.

If a recommendation is rejected, the Dean is obligated to advise the committee regarding the rationale for the decision. This can be accomplished by either meeting with the committee and chair or by providing the committee and chair with a written statement. The College is responsible for establishing procedures regarding department and Student Research Travel Support Committee relationships.

If a recommendation is accepted, the Dean is obligated to advise the committee regarding the decision. The Dean's acceptance approval signifies that he/she has reviewed the recommendations in terms of application guidelines, added costs, if any, and impact of the recommendation on the funding of future student travel related to research.