



Student Travel Grants Application Guide

For questions about student travel grants, please contact: Dr. William N. Duncan, Associate Director, duncanwn@etsu.edu

Student Travel Grants are designed to defray all or part of the costs for undergraduate students to present their work at academically-oriented events. Applications are accepted and reviewed on a rolling basis as long as funds remain.

The grant amount is up to \$500 per student traveling for the purpose of:

- presenting a paper
- presenting a poster
- presenting a performance
- exhibiting creative works
- participating in a formal competition

Eligibility and limitations:

- Any ETSU undergraduate student is eligible
- Students must be presenting, not just attending, the event to be eligible for funding
- Priority will be given to students who have not previously received funding from our Office and/or who do not have existing research support
- A student may receive only one award per academic year
- A student may be awarded a maximum of two travel awards.
- Budget requests and reimbursement is subject to the normal university travel policies

Generally, these grants are intended for individual students. Multiple students can request a grant to help with shared expenses (for example, driving to the conference site in the same vehicle). Proposals for these types of larger grants may be considered from faculty member(s) who will accompany a group of undergraduates, all of whom will be presenting/exhibiting/performing.

Understanding Travel Costs:

Travel grants can be used to offset one or more of the following items, in total or in part:

- Transportation: This could be airfare, bus, or mileage if driving. This could be shuttle, subway, or taxi rides at the conference.
- Accommodation: This would normally be a hotel.
- Cost of meals: This could be a conference banquet, or a per diem cost which relates generally to meals while at a conference.

A university Travel Request form be completed with the assistance of Ms. Ruby Young in the Honors College prior to the travel.

Last updated 8/22/2022



Be aware that funds are typically provided by way of **reimbursement of costs after the event** by completing a university Travel Expense Claim with the assistance of Ms. Ruby Young following the conference.

Application guidelines:

Please submit the following as one PDF by email to the Director:

1. *Cover Sheet:*

- Student name, department and e-mail
- Student ETSU ID number
- Faculty mentor name, department and email
- Department head name and email
- Title of scholarly activity/research study being presented
- Conference to be attended, location and URL of conference website
- Conference dates and travel dates
- Any other pertinent information, such as co-authors on the paper
- Disclosure of any current financial support for this activity from other sources
- Student signature
- Faculty mentor signature

2. *Copy of the research abstract or description of the performance/competition:* For example as it may appear in the event program or proceedings

3. *Presentation acceptance letter:* An official notification from a conference/event organizer is required. This could be a letter or an email but should retain official letterhead, etc. as PDF, please don't copy and paste into a Word document.

4. *Letter of recommendation from the faculty sponsor*

5. *Disclosure of additional support for conference travel:* Please include a statement from department chair and/or Dean if travel support will be received from the department and/or College level as well.

6. *Itemized Budget:*

Outline the **specific travel costs to be covered by the Travel Grant (not all costs for the trip)** in a table.

Possible travel costs:	Date	Amount	Rationale
<i>For example:</i> Lodging	10/12-10/14	\$400	2 nights at the conference hotel in



			Memphis, TN at a rate of \$200/night
Meals			
Transportation			

Submission and review process

Please submit requests as a single PDF document via email to **Dr. William N. Duncan, Associate Director, duncanwn@etsu.edu**, at least three weeks prior to the first day of travel.

The Director of Undergraduate Research & Creative Activities will review each request to ensure conformance with the requirements described above.

Timeline & responsibilities

- Please submit requests at least three weeks prior to the first day of travel.
- Recipients will work with Ms. Ruby Young, Office Coordinator, Honors College to handle travel request and travel expense claim forms.
- Recipients are requested to submit a one-page report within a month following the conference presentation to describe outcomes of the experience. Report guidelines will be included in the award notification.
- Finally, this Office requests that an acknowledgement be included in presentations to indicate that the work was supported by the ETSU Honors College and the Office of Research & Sponsored Programs.

The Student Travel Grant Program is administered by the Office of Undergraduate Research and Creative Activities with funds made available from the Honors College and the Office of Research & Sponsored Programs. Please send questions to Dr. William N. Duncan, Associate Director, duncanwn@etsu.edu