

Winona State University



Number: 3-25

Responsible Officer: Chief Academic Officer
Responsible Office: Academic Affairs

Policy for Undergraduate Student Research and Creative Presentations Travel Support Grants

PURPOSE: To support faculty- and staff-mentored presentations at conferences and professional meetings of student research and creative projects, Winona State University will provide travel grants to eligible undergraduate students selected by a review process.

DEFINITIONS:

- a) Eligible applicants – an individual or a team of two or more may submit a request for a travel support grant
- b) Eligible applicants – individuals or all team members must be full-time undergraduate students and have completed a minimum of 60 semester hour credits at time of application
- c) Eligible applicants – a university faculty or staff member must sponsor and supervise the travel to present the research or creative project
- d) Eligibility – a student, whether an individual or team member, is eligible to receive one travel support grant during his or her undergraduate academic career
- e) Maximum award – the maximum grant award is \$600 for an individual and \$1,200 for a team, although the sub-committee of the Deans' Council may determine to award less than the maximum amount
- f) Committee – the review process will be conducted by a sub-committee of the Deans' Council

PROCEDURE: See Procedure 3-25a. Procedure is a separate document.

RELATED WSU DOCUMENTS:

- a) [Undergraduate Student Research and Creative Projects Travel Support Application](#)
- b) Policy 3-22 – Policy for Undergraduate Student Research and Creative Project Grants

RELATED MINNESOTA STATE DOCUMENTS:

- a) [Policy 5.19 Travel Management](#)
- b) [Procedure 5.19.2 Travel Management](#)

SIGNATURE, TITLE AND DATE OF APPROVAL:

This policy needs to be signed by the approval officer (listed below) before it is considered approved.

Approved: _____
President

A handwritten signature in black ink, appearing to be "G. J. K.", written over a horizontal line.

Date: _____
1-18-19

Policy History:

Date of Adoption:

Date of Implementation: