

# Winona State University



Number: 3-25a

Responsible Officer: Chief Academic Officer  
Responsible Office: Academic Affairs

## Procedure for Undergraduate Student Research and Creative Presentations Travel Support Grants

**PURPOSE:** To establish guidelines and procedures used in the review of requests for and awarding of Student Research and Creative Presentations Travel Support Grants

### **GUIDELINES AND PROCEDURES:**

#### Eligibility Requirements

- a) An individual or a team of two or more may submit a request for a travel support grant
- b) Eligible individual and team applicants must be full-time undergraduate students and have completed a minimum of 60 semester hour credits at time of application
- c) Eligible applicants must have a university faculty or staff member who will sponsor and supervise their travel to present the research or creative project
- d) Presentations may be proposed for completion during the semester or summer following the student's graduation, provided the student is enrolled full-time at time of application
- e) The proposed presentation must have been accepted by the conference or event sponsor at the time of application
- f) All components of the application package must be completed and submitted at least 30 days in advance of the conference or presentation event

#### Awards

- a) The maximum grant award is \$600 to individuals and \$1,200 to teams
- b) The Deans' Committee may determine to award less than the maximum based on factors such as quality of application, budget justification, available funding, and/or number of applications
- c) A student, whether an individual or member of a team, is eligible to receive one research or creative project travel support grant during his or her undergraduate academic career

#### Application Schedule

The complete application package must be submitted at least 30 days in advance of the conference or presentation event.

#### Application Process

Each applicant shall submit an electronic copy of all components of the travel proposal package via the Grants & Sponsored Projects office. Proposals will be reviewed for required components and, if complete, forwarded to the committee.

#### Award Process and Funding Guidelines

- a) The sub-committee, through Grants & Sponsored Projects, will notify the student and sponsor of its decision within 10 days following the application deadline
- b) Should funding be awarded, Grants & Sponsored Projects will notify the Business Office to establish a cost center

- c) All expenditures must follow Winona State and Minnesota State travel policies and procedures
- d) Funds in the cost center may not be carried over for an additional fiscal year; unused funds will be returned to the general student grant account

Proposal Package Components

- a) Application form
- b) Detailed travel budget form
- c) Student or team authored abstract of the paper or project to be presented
- d) Written confirmation from the conference or event sponsor that the paper or project has been chosen for presentation
- e) Endorsement letter from faculty or staff sponsor or advisor

Eligible Expenditures

Project funds may be spent in the following budget categories:

- a) Air fare, ground travel, mileage, parking
- b) Lodging
- c) Per diem
- d) Registration, service fees
- e) Printing, copies, audiovisual supplies
- f) Postage, shipping
- g) Miscellaneous and other expenses

All Winona State University, Minnesota State, and State of Minnesota maximums covering expenses will be followed.

Final Report

Within 10 business days of the conclusion of travel, the student and sponsor will submit a copy of the presentation, in electronic format, via the Grants & Sponsored Projects office. Copies of the end product will be forwarded to the university library for archival purposes.

**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



Date: \_\_\_\_\_

1-18-19

*Policy History:*

*Date of Adoption:*

*Date of Implementation:*

*Date & Subject of Revisions:*