



## Procedure on: Undergraduate Student Research and Creative Presentations Travel Support Grants

### **Purpose:**

To establish guidelines and procedures used to review, award, and administer requests for Student Research and Creative Presentations Travel Support Grants.

### **Procedure:**

#### **Eligibility Requirements**

Individual students or a team of two or more are eligible to receive funding for one travel support grant during their undergraduate academic career, and their research or creative project presentation must be supervised by a full-time faculty or staff sponsor. Only full-time undergraduate students who have completed a minimum of 60 semester hour credits at the time of application are eligible.

All components of the application package must be complete and submitted 30 days in advance of the conference or presentation event. The proposed presentation must have been accepted by the conference or event sponsor at the time of application.

Presentations may be proposed for completion during the semester or summer following the student's graduation, provided the student is enrolled full-time at the time of application.

#### **Student Grants Committee**

The Student Grants Committee (the Committee) will be responsible for reviewing both Research and Creative Project Grants and Research and Creative Presentations Travel Grants. It will be appointed by the Vice President for Academic Affairs and consist of at least three members of Council of Administrators plus the Director of Grants and Sponsored Projects, who is non-voting. Two of the members should come from the Colleges of Business, Education, Liberal Arts, Nursing and Health Sciences, and Science and Engineering. One member should come from Student Life and Development.

#### **Awards**

The maximum grant award amounts for individuals or teams will be determined by the Committee every two years, based on the average total amount awarded in the preceding two years and the average total amount held in the Grants & Sponsored Projects "Indirects" cost center in the preceding two years. The maximum award amounts for individuals and teams will be published on the Student Grants web page no later than one month following the beginning of the new fiscal year.

The Committee may determine to award less than the maximum based the quality of the application, budget justification, available university funding, and/or number of applications.

### **Application Schedule**

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

### **Application Process**

An individual or a team of student presenters shall submit an electronic copy of all components of the proposal package via the Grants & Sponsored Projects office according to application instructions posted on the web page. Proposals will be reviewed for required components and, if complete, forwarded to the Committee for a decision.

### **Award Process and Funding Guidelines**

The Committee, through the Grants & Sponsored Projects office, will notify the student and sponsor of its decision within 10 days following the application deadline.

Should funding be awarded, Grants & Sponsored Projects will notify the Business Office which will establish a cost center.

All expenditures must follow Winona State and Minnesota State purchasing and travel policies and procedures.

Funds in the cost center may be carried over a maximum of one additional fiscal year or until the student graduates, except as noted in the Eligibility Requirements; unused funds after that period will be returned to the general student grant account.

### **Proposal Package Components**

The application form requires information about the applicant(s), the presentation details, conference details, and a detailed travel budget. The application must also include:

- An abstract of presentation
- A detailed travel plan
- Written confirmation of acceptance of presentation from conference sponsor

The proposal package must also include a letter of endorsement, which will be submitted by the faculty sponsor. Before submitting the application to Grants & Sponsored Projects for review, students and faculty sponsors must agree to adhere to Policy 3-25 and Procedure 3-25a, as well as follow Winona State and Minnesota Colleges and Universities guidelines for travel.

### **Eligible Expenditures**

Project funds may be spent in the following budget categories:

- Ground travel
- Air fare
- Lodging
- Per diem
- Registration fees

- Presentation supplies
- Office, AV supplies
- Printing, copies
- Postage, shipping

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 presentation and abstract will be forwarded to the university library for archival purposes.

**President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Responsible Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorizing Policy:**

**Related Documents**

- a. WSU 3.25 Policy on Undergraduate Student Research and Creative Presentations Travel Support Grants
- b. Undergraduate Student Research and Creative Presentations Travel Support Grant Application
- c. WSU 3.22 Policy on Undergraduate Student Research and Creative Project Grants
- d. Minnesota State System 5.19 Travel Management Board Policies and Procedures

**Policy History**

**Date of Adoption:** Click or tap to enter a date.

**Date of Implementation:** Click or tap to enter a date.

**Date and Subject of Revisions:**

WSU Procedure 3-25a, dated January 2019