

## SENIOR ASSIGNMENT TRAVEL FUNDS

### Purpose

The Senior Assignment (SRA) Travel Fund provides funding to support travel for presentations at professional conferences related to dissemination of SRA research, SRA performances, and competition of SRA project in national competitions.

### Eligibility

This program is open to all SIUE undergraduate students in good academic standing who are currently enrolled, making satisfactory progress toward their degrees, and completing Senior Assignment. Students who receive any reimbursement or compensation for the presentation, exhibition, or performance are not eligible for these travel funds. Students from departments already receiving SRA Fund money are not eligible.

### Awards

Travel Grants will be provided by the Office of Academic Innovation and Effectiveness in support of presentations at significant professional conferences related to dissemination of SRA research and SRA performances. Matching funds is recommended from students' department and school/college.

1. Travel within or outside the U.S. will be supported to a maximum of \$400. A matching level of support from the student's sponsoring academic unit is recommended.
2. Only one trip per undergraduate student per fiscal year is allowed. No reimbursement can be given for payments already made prior to the fiscal year in which the request is made.

### Application Process

Requests for travel support under this program may be submitted to the Office of Academic Innovation and Effectiveness at any time during the year. However, all applications must first be approved by the department chair and college/school dean by using the "Senior Assignment Travel Funds Application" (see attached application). Prior approval for a travel grant is required before an award can be made. Awards will not be granted for travel already completed. The "Senior Assignment Travel Funds Application" must be submitted at least one week prior to the date of departure.

### Evaluation of Applicants

Money for SRA Student Travel is only approved for the fiscal year 17-18. This is not a reoccurring fund. Requests for travel support under this program will be evaluated within one week from the time the applications are received by the Office of Academic Innovation and Effectiveness. Multiple students will not be funded to present *one* project.

**Please mail to Dr. Erin Behnen, Box 1021.**

Funds for the program will be disbursed on a "first come, first served" basis. Funds must be expended within the fiscal year; money cannot be carried over into the next fiscal year.

# SENIOR ASSIGNMENT TRAVEL FUNDS APPLICATION

Send this application through your major advisor and department chair to the Dean of your school or college, who will review it, and if it meets with his or her approval, will forward it to the Office of Academic Innovation and Effectiveness.

Remember multiple students **will not** be funded for travel to present a single project.

**Please submit your request to the Office of Academic Innovation & Effectiveness at least 1 week prior to date of departure.**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Undergraduate Program: \_\_\_\_\_  
 Name of Conference: \_\_\_\_\_  
 Title of Presentation: \_\_\_\_\_

**Eligibility:** If more than one group member is attending the same conference for the same project, only one group member may seek funding through the Office of Academic Innovation and Effectiveness. Are you the only person seeking funding? Yes  No

<p><i>I am requesting funds to support travel to: (check one)</i></p> <p><input type="checkbox"/> Present Senior Assignment results at a professional conference.</p> <p><input type="checkbox"/> Attend a juried exhibition or presentation of my creative work.</p> <p><input type="checkbox"/> Compete with my Senior Assignment in a national competition.</p>	<p><i>Attachment Checklist (Required)</i></p> <p><input type="checkbox"/> Catalog or program providing details about your work that will be exhibited or performed.</p> <p><input type="checkbox"/> Copies of relevant correspondence documenting the competitive nature of the process by which it was selected by your professional group.</p>
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*The details of my proposed travel are as follows:*

**NAME OF PROFESSIONAL GROUP:** \_\_\_\_\_

**LOCATION OF MEETING, EXHIBITION, PERFORMANCE, OR COMPETITION:**

\_\_\_\_\_

**DATES OF TRAVEL:** \_\_\_\_\_ through \_\_\_\_\_ **MODE OF TRAVEL:** \_\_\_\_\_

**ANTICIPATED EXPENSES:** Transportation: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_ Meals \$ \_\_\_\_\_

Other (specify): \$ \_\_\_\_\_

**TOTAL REQUESTED:** \$ \_\_\_\_\_ *\*Funding from the Office of Academic Innovation and Effectiveness will not exceed \$400.*

**BUDGET PURPOSE NUMBER** (This number is needed to transfer funds to your department. Please contact your department secretary or the individual in charge of the department budget to obtain this number.): \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FACULTY SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT CHAIR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SCHOOL/COLLEGE DEAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FUNDS PROVIDED BY:**

Source	Amount	Fiscal Officer Signature	Notification Email	Date
Department Acct#				
School/College Acct#				
SRA Fund Acct#				

**APPROVED:** \_\_\_\_\_ **FUNDS COMMITTED:** \_\_\_\_\_

**ASSISTANT PROVOST SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_