

The purpose of the Special Emphasis Student Travel (SEST) Grant Program is to support the travel costs of full-time, degree-seeking Bradley students who have been accepted to present their research, scholarship, or creative production at peer-reviewed/refereed/juried conferences, professional meetings, and events.

*Please review ALL program guidelines as follows carefully BEFORE applying to the SEST program. Proposals that do not meet the program guidelines will be returned without review.*

**Eligibility Criteria:**

- Only full-time, degree-seeking undergraduate or graduate students at Bradley University may apply. (Graduating students may apply PRIOR to their graduation date as long as their travel will take place in the summer months PRIOR to the start of the next academic year).
- Students may not apply more than twice to the SEST program within a given academic year. Preference will go to first-time applicants to ensure more students benefit from the opportunity to present and share their work at peer-reviewed events.
- Evidence of acceptance to present at a peer-reviewed/refereed/juried event is required (such as a confirmation letter or e-mail that names the student presenters). **PLEASE BE SURE to include this with your application materials.**
- A Bradley faculty mentor (or equivalent) must endorse the student's proposal and accept oversight of the student travel grant if awarded. This person will accept an award on behalf of the students, and will sign an award agreement with the students accordingly.
- Funds must go to support the travel costs of student PRESENTERS (not just attendees) at peer-reviewed/refereed/juried conferences, events, or professional meetings.
- Students may apply as a group (and are encouraged to do so if they are sharing costs) as long as (1) all students on the proposal are PRESENTING and (2) the amount of SEST funds requested per student does not exceed \$800.
- Students are expected to present their work at the annual Student Scholarship Expo at Bradley University within one year of their travel dates (you may present your work at EXPO prior to travel if appropriate – be sure to include this information in your proposal).

**Application Deadlines:**

Applications are due on the first Friday of each month when classes are in session during the fall and spring semesters. Applications are not accepted over the summer months. Award decisions are made within two weeks of a deadline. **Applicants are responsible for ensuring their proposals are submitted in time for review prior to their travel start dates.** Retroactive requests for travel that has concluded, or requests with start dates within two weeks from the submission deadline when the proposal is reviewed, will not be reviewed.

Deadlines for submitting SEST proposals during the 2017-2018 academic year are as follows:

- September 1, 2017 (earliest travel start date of September 15<sup>th</sup>)
  - October 6, 2017 (earliest travel start date of October 20<sup>th</sup>)
  - November 3, 2017 (earliest travel start date of November 17<sup>th</sup>)
  - December 1, 2017 (earliest travel start date of December 15<sup>th</sup>)
  - January 5, 2018 (earliest travel start date of January 19<sup>th</sup>)
  - February 2, 2018 (earliest travel start date of February 16<sup>th</sup>)
  - March 2, 2018 (earliest travel start date of March 16<sup>th</sup>)
  - April 6, 2018 (earliest travel start date of April 20<sup>th</sup>)
  - \*May 4, 2018 (earliest travel start date of May 18<sup>th</sup>)
- \* the May cycle will only be held if enough funding remains or has been recouped to permit awards)*

## **Funding Guidelines:**

Funds of up to \$800 per student presenter may be requested. A total amount of \$2,500 will be available for each of the first eight funding cycles, permitting awards to at least 3 students per cycle ... or more if requested costs per student are less than \$800. If funds remain after awards are made within a given cycle, funds may be rolled over to make more awards in future cycles.

**NEW IN 2017-18:** Departments/Colleges are required to match 1:1 dollars requested to support student travel. Matching funds must meet the same allowable costs criteria as the grant dollars. (For clarification, coverage of non-allowable costs such as membership fees or food costs cannot count towards the cost-match obligation).

### **Allowable Costs:**

- Travel reimbursement costs for student presenters including:
  - Registration fees
  - Airfare, mileage when driving with a personal vehicle, or other ground transportation costs
  - Hotel costs

PLEASE NOTE – all travel costs must comply with established Bradley University travel policies and procedures.

### **Non-Allowable Costs:**

- Travel expenses for faculty or professional staff
- Meals or other food costs
- Professional memberships
- Publication/presentation expenses
- Any other costs NOT pertaining to the travel reimbursement costs of the student presenters.

## **Submitting a Proposal:**

Students may submit SEST proposals VIA E-MAIL to [osp@bradley.edu](mailto:osp@bradley.edu). Once received, OSP will confirm receipt of the proposal, and will forward it on to the appropriate Department Chair/College Dean for approval. Applicants are responsible for ensuring that their chairs/deans are aware of their intention to apply for SEST funds, and to expect an e-mail asking for approval of their application.

**FOR GROUP PROPOSALS:** You may list as many presentations (and faculty mentors) as you need to ensure that all students travelling together to present are covered under the same proposal. You may then budget your costs and document cost match up to a total of \$800 multiplied by the number of student presenters travelling together.

## **Application Guidelines:**

A complete application package will consist of the following FOUR items (incomplete proposals will be returned without review):

1. **A cover page** that includes:
  - a. The names, majors, anticipated graduation year, and e-mail addresses of the student applicants
  - b. The name, title, department, phone number and e-mail address of the faculty mentor endorsing the student's proposal and accepting oversight for their award. (you may list more than one mentor if the students presenting are
  - c. The title/name and dates of the event at which you are presenting
  - d. The titles of your presentation/performance/artwork.
  - e. Amount of SEST Funds being requested

2. A **Student Travel Proposal Narrative** of no more than 4-5 pages that includes the following sections:
  - a. **Travel Overview:** Summarize your travel plans and purpose – where, when and for whom are you presenting/performing? What are you presenting? (a poster or paper? Creative performance? Juried artwork?)
  - b. **Significance:** Describe how the opportunity to present/perform/exhibit is of benefit to. Why is it important for you and what will it mean for you to have this opportunity (perhaps in terms of long-term educational or career goals)? What is important about the organization/event that makes this experience particularly meaningful for you? **FOR GROUP PROPOSALS** – we recommend that each student presenter provide a few sentences specific to his/her presentation.
  - c. **Travel Itinerary and Budget:** Provide the details of your travel itinerary – when are you leaving? When are you coming back? How are you travelling? Where do you plan to stay? What are costs of travel and which costs are you asking to have covered by the SE Travel Grant? (Please see the sample budget provided below).
  - d. **Student Scholarship Expo:** EXPO takes place annually each year in April. When do you plan to present at EXPO? (For more information visit: [www.bradley.edu/academic/cio/ctel/expo/](http://www.bradley.edu/academic/cio/ctel/expo/))
3. **TWO letters of commitment:** One from the faculty mentor endorsing the proposal and committing to accepting and overseeing use of the award on the students’ behalf, and one from the department chair and/or dean committing the necessary fund to make the 1:1 cost match on requested funds.
4. **EVIDENCE** of your acceptance to present at the peer-reviewed/refereed/juried event is required (such as a confirmation letter or e-mail that names the student presenters and confirms their invitation to present)

**Sample Travel Itinerary and Budget: THIS IS PROVIDED AS AN EXAMPLE ONLY**

Travel Itinerary and Budget: The Exemplary Student Scholars Conference takes place February 22<sup>nd</sup> through February 25<sup>th</sup> in Denver, CO. Our travel itinerary and travel costs for four student presenters are as follows:

<b>Travel Cost Item and Itinerary</b>	<b>Amount Budgeted</b>
<b>Airfare:</b> We will fly out of PIA to DIA on February 22 <sup>nd</sup> on United Airlines, returning on February 25 <sup>th</sup> . Cost per ticket per student is \$450.	\$1,800
<b>Ground Transportation:</b> We will use an airport shuttle service to get from DIA to the conference site. Cost per student is \$18.	\$72
<b>Hotel:</b> The conference rate for the hotel is \$205 per night plus taxes. We have reserved two rooms (two students per room) for 3 nights.	\$1,560
<b>Conference Registration:</b> Registration costs \$225 per student.	\$900
<b>TOTAL COSTS</b>	\$4,332
<b>COST-MATCH COMMITMENT:</b> The Department of X will pay for the student airfare, plus \$366 towards the cost of registrations, to make the necessary cost match on this project	\$2,166
<b>TOTAL SEST FUNDS REQUESTED</b>	\$2,166 or \$541.5 per student

**Award Requirements:**

If an award is made, ALL students whose travel costs will be supported AND the faculty mentor will be asked to sign an award agreement and agree to the terms and conditions defined in that agreement. The award agreement is required BEFORE an award account can be opened, and must be returned prior to the start of travel. After travel is concluded, ALL students and the faculty mentor must complete, sign, and return to OSP a SEST AWARD REIMBURSEMENT WORKSHEET that itemizes costs to be reimbursed to which person, along with all applicable receipts.

**Questions? Please send them to us at [osp@bradley.edu](mailto:osp@bradley.edu).**