

The purpose of the Student Travel Award (STA) Program is to cover the travel expenses for full-time, degree-seeking Bradley students who have been accepted to present their research, scholarship, or creative production at a peer-reviewed/refereed/juried conference, professional meeting, or event. Please review the following guidelines before applying for a STA grant.

Award Guidelines:

- **The maximum award from OSP for each student is \$500. Departments/Colleges/Units are required to provide at least a 1:1 match to support the student’s travel.** Only funding for expenses that are allowed by this program can be used as the match. (i.e., non-allowable expenses such as membership fees, food, etc. cannot count toward the cost-match obligation).
- Only current full-time, degree-seeking undergraduate or graduate students at Bradley University may apply. Graduating students may apply as long as their travel will take place prior to graduation.
- Funds can only be used for student travel expenses for students to present, perform, or exhibit their work at a peer-reviewed/refereed/juried conference, event, or professional meeting (not just attend).
- Evidence of acceptance to present, perform, or exhibit work at the event must be provided with the application (i.e., confirmation e-mail or letter, URL for or copy of publication that lists the name(s) of the student presenter(s)).
- Students may not receive STA funding more than once in a given academic year, and preference will be given to first-time applicants to ensure that more students benefit from the opportunity to present/exhibit their work.
- Recipients of awards must present or exhibit their work at the annual Bradley Student Scholarship Expo within one year of their travel dates. (The work may be presented at an EXPO prior to travel, if appropriate).
- If multiple students are involved in the project, one application may be submitted as long as: (1) all students in the group are presenting, exhibiting, or performing, and (2) funds requested do not exceed \$500 per student. However, the maximum award that will be granted for a single project is \$2,000.
- A Bradley faculty/staff mentor must endorse the student’s application and accept oversight of the student travel grant if awarded. The mentor will receive the award on behalf of the students, and will sign an award agreement with the student(s) accordingly.
- Funds are limited; therefore, it is likely that all requests will not be funded during a given academic year, and it will not be possible to fund large requests for a single project.

Application Deadlines: Applications can be submitted at any time, but review will not occur until after the 10th day of the following months (**January, February, March, April, June, August, September, October, and November**). Applications received after the 10th day of the listed months will be reviewed with the next batch of applications. Award decisions should be available within two weeks of each review deadline. It is the applicant’s responsibility to submit their application at the appropriate time. Retroactive requests will not be reviewed, nor will retroactive awards be made.

Allowable Expenses	Non-allowable Expenses
Registration Fees for Students	Registration fees for faculty or professional staff
Transportation Expenses (i.e., airfare, ground transportation, mileage for personal vehicle*)	Any travel expenses for faculty or professional staff
Lodging Expenses	Meals or other food costs
	Professional memberships
	Publication Costs
*Please review the University’s Travel Policies	Items/services typically funded by departments or colleges

Application Process:

1. **Students:** Complete the fillable pdf application form (typed not handwritten). Email the form and the supporting information listed below in pdf file format to osp@bradley.edu.
 - a. Evidence of your acceptance to present at a peer-reviewed/refereed/juried event. If a URL was not provided on page one of this application, attach a copy of the confirmation letter, e-mail, or a published listing from the event that shows the names of the student presenter(s).
 - b. A Letter of Endorsement and a Commitment of Oversight from the faculty/staff mentor.
2. **Mentors:** Provide student(s) the necessary letter of support to include with the application, and submit an [Academic Affairs Travel Authorization Form](#) to your department chair/unit leader.

Award Requirements: If an award is made, ALL supported students **AND** the faculty mentor must sign and return an award agreement prior to the start of travel. After travel is concluded, ALL students and the faculty mentor must complete, sign, and return to OSP all applicable receipts and a [Travel Expense Form](#). All expenses must be itemized and the person to who reimbursement is due must be clearly indicated.

DO NOT INCLUDE THE GUIDELINES WITH YOUR APPLICATION

Questions? Please email osp@bradley.edu

The purpose of the Student Travel Award (STA) Program is to cover the travel expenses for full-time, degree-seeking Bradley students who have been accepted to present their research, scholarship, or creative production at a peer-reviewed (aka refereed or juried) conference, professional meeting, or event.

Yes or No **Applicant has previously received money through the STA program during the current academic year.**
If the answer to the above questions is yes, the application will be returned without review.

Yes or No **The application is complete and legible.**

Yes or No **The mentor has verified that the student meets the eligibility requirements.**

Yes or No **A letter of Endorsement and a Commitment of Oversight from the mentor has been provided.**

Yes or No **Evidence of acceptance/invitation to present at the event has been provided.**

Yes or No **Matching funds have been identified to help cover the costs of the travel.**

Yes or No **The student(s) have agreed to also present this work (or have already presented their work) at the EXPO.**

If the answer to any of the above questions is no, the application will be returned without review.

Reviewers: Please assign 1-5 points for each of the following (1 = not at all clear → 5 = very well done)

_____ The students followed the program guidelines when preparing their application.

_____ For each applicant, it is clear how they have contributed to the project/event and what their role is in the presentation, exhibition, or performance.

_____ It is clear why this opportunity will be meaningful/important to the student(s) (beyond the general benefit of getting to present their work at the conference/meeting/event.)

_____ It is clear that acceptance/invitation to present at the conference/meeting/event is a true accomplishment for the student(s), serving as a true accolade of the quality and merits of their work.

_____ The travel itinerary and budget are complete and demonstrate good planning on the part of the student(s) and their mentor.

_____ The faculty mentor has clearly demonstrated their knowledge of the students' work, provided a compelling argument for the student's participation, and is committed to overseeing their use of a ST award.

_____ **Score (Out of 30)**

BONUS POINTS

_____ This is the first time that any of the students listed on the application will receive STA funding. (2 pts.)

_____ This is the first time that some of the students listed on the application will receive STA funding. (1 pt.)



Office of Sponsored Programs
Student Travel Award (STA) Application

Student Name(s)	Major	e-mail address	Anticipated Graduation Date
Primary Faculty/Staff Mentor	Department/Unit	e-mail address	Phone Number

Title/Name of Conference/Meeting/Event	Date(s) of Event	Location of Event (city, state or country)

Title of presentation/ performance/artwork	
URL of event website with student presentation listed	

Budget Items	Funds Requested through STA Grant Program	Funds Available through Other Source(s)*	Source of Other Funds
Airfare			
Ground Transportation			
Mileage (See guidelines)			
Hotel			
Conference Registration			
Total			

* Total from other sources must be, at a minimum, equal to the requested amount.

Purpose of Travel: What are you presenting/exhibiting (i.e., poster, oral presentation, creative performance, juried artwork, etc.)? For each applicant, clearly describe how they have contributed to the project/event and what their role is in the presentation, exhibition, or performance. **(Write complete sentences)**

Significance: Describe how this opportunity to present/perform/exhibit benefits each applicant (i.e., impact on short- and long-term educational and career goals, importance of this organization or event that makes this experience particularly meaningful to the presenter(s).) *(Write complete sentences)*

Travel Itinerary: Provide the details of your travel itinerary – When are you leaving? When are you coming back? How are you travelling? If traveling by car, indicate who will drive and how the expenses were divide between passangers (if applicable) in the application. Where do you plan to stay while attending the event and what is the cost per night for accommodations? *(Write complete sentences)*

When do you plan to present at the Student Scholarship Expo? The expo takes place annually in April. For more information please see: bradley.edu/sites/expo/

Other Items to Include with Application:

- 1) Evidence of your acceptance to present at a peer-reviewed/refereed/juried event. If a URL was not provided on page one of this application, attach a copy of the confirmation letter, e-mail, or a published listing from the event that shows the names of the student presenter(s).
- 2) A Letter of Endorsement and a Commitment of Oversight from the faculty/staff mentor.

Student Signature: _____ Date: _____

Mentor Signature: _____ Date: _____
(Signature indicates that the student meets the eligibility requirements for an award.)

Signature of Chair/Unit Leader: _____ Date: _____
For Faculty/Staff Mentor

Email the completed form and the supporting information listed below in pdf file format to: osp@bradley.edu.

**IF A PHONE IS USED TO SCAN THE APPLICATION, THE IMAGE MUST BE LEGIBLE.
DOCUMENTS THAT CANNOT BE EASILY VIEWED WILL NOT BE REVIEWED.**