

Office of Sponsored Programs
 Student Travel Award (STA) Guidelines

The purpose of the Student Travel Award (STA) Program is to help cover 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).**
- 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 must sign and return an award agreement prior to the start of travel. After travel is concluded, the student 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.
- Funds are limited; therefore, it is unlikely that all requests will be funded during a given academic year, and it will not be possible to fund large requests for a single project. The maximum award for a single project is \$2,000.

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 Qualtrics [APPLICATION FORM](#) (follow link). Applications must also include the following:
 - a. Evidence of acceptance to present at a peer-reviewed/refereed/juried event (typically the URL for the program). If evidence is not available on a website, please write “documentation emailed” in the entry box, and email a copy of the confirmation letter, e-mail, or a published listing from the event that shows the names of the student presenter(s) to osp@bradley.edu.
 - b. The faculty/staff mentor’s signed (ink) Statement of Endorsement and Commitment of Oversight from the Faculty/Staff Mentor. For the last Qualtrics question, you will download the form and then upload it after the signatures are obtained.
2. **Optional:** If four or more students are traveling to the same event, please contact osp@bradley.edu to discuss strategies for reducing the workload for all involved.
3. **Mentors:** Provide student(s) the necessary Endorsement and Commitment of Oversight Form to include with the application, and submit an [Academic Affairs Travel Authorization Form](#) to your department chair/unit leader.

Questions? Please email osp@bradley.edu



Office of Sponsored Programs
Student Travel (STA) Evaluation Rubric

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.**

Yes or No **The *Endorsement and a Commitment of Oversight form* was provided by the mentor.**

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.

_____ It is clear how the applicant has 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.

_____ **Score (Out of 25)**

BONUS POINTS

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