

**The College of Idaho
Student Research Grant Program 2016-2017**

Conference Travel Grant Application

Application Deadlines: November 30, 2016 and February 13, 2017

Funding (up to \$500) may be used for:

- Student travel to professional meetings, workshops, institutes, and symposia, including registration, transportation, lodging, and/or meals.

Selection Criteria:

1. Primary/first author presenting the work
2. Quality of application
3. Letter of recommendation from faculty mentor
4. Student class standing

Application Materials:

- ✓ Conference travel grant application form (last page of this document)
- ✓ Copy of the conference announcement
- ✓ Budget: Submit a detailed budget for (\$46.00 per day – \$8 breakfast, \$13 lunch, \$25 dinner – with reduction for any conference meals included in registration, if applicable)
- ✓ Letter of recommendation from a faculty mentor that answers the following questions:
 - In what capacity do you know the student?
 - What is the significance of the proposed work and the ability of the student applicant to complete the work within the timeline indicated in the proposal?
 - What characteristics of the student make him or her deserving of the grant award?
 - What specific role will you play concerning the student's research project?
 - Do you accept the responsibility for supervising the research project, assuring responsible use of funds awarded, and assisting the student to complete a financial reimbursement form?

Process for Application Submission:

- Submit completed application as an email attachment on or before November 30, 2016 or February 13, 2017 to Sara Heggland (Biology) at sheggland@collegeofidaho.edu
- A letter of recommendation should be sent as a separate email by the faculty mentor to Sara Heggland (Biology).

Expectations of the Applicant upon the Receipt of Funding:

- Recipients of SRG awards are **required** to share their scholarship or creative work at the C of I Annual Student Research Conference.
- If a publication results from the work funded by the C of I SRG program, the SRG program should be acknowledged in the publication.

Role of the Faculty Mentor:

While the proposed project should clearly be the student's work, the faculty mentor should actively support the student's endeavors. For example, the faculty mentor can help by reviewing the student's research for completeness, reading drafts, providing comments, and helping prepare the student to present his or her work at the annual C of I Student Research Conference.

Money Allocation:

Recipients of SRG awards will be required to submit an expense report to the business office (with original receipts) to be reimbursed for incurred expenses. If applicable, the grant funds can be transferred to a department account. No advances will be allowed. **For administrative purposes, we must require that the expense report be submitted within 30 days of expense purchase.**

Questions: Contact Sara Heggland (office Boone 220B) or sheggland@collegeofidaho.edu

Conference Travel Grant Application Form 2016-2017

Student name: _____

Faculty mentor name: _____

Year and major(s): _____

Anticipated date of graduation: _____

Campus address: _____

Phone: _____

Email: _____

Project title: _____

Conference: _____

Date of conference: _____

Location of conference: _____

Are you the primary presenter: _____ (yes or no)

If applicable, do you have IRB approval _____ (yes or no)

Total budget amount requested: _____

- Have you received, or applied for, other funding for the conference? If so, explain where you have applied and when you will learn the outcome of your application:
- Include a brief description/summary of project (less than 100 words):
- Describe, in 200 words or less, your career objectives and how attending this conference will benefit you.
- Proposed budget (itemized cost of travel, registration, lodging, and food). Please be as accurate as you can on your budget.