Student Travel Grant Guidelines

The Herbert H. and Grace A. Dow College of Health Professions (CHP) is accepting submissions for a Student Travel Grant. The grant provides up to **$400** to undergraduate and graduate students to offset travel costs associated with presenting their original research or creative work at conferences, either domestic or international. The presentation can be in an online, platform, or poster format and must be delivered within the 2024-2025 fiscal year.

To be eligible for this funding, applicants must be enrolled as full-time undergraduate or graduate students in the College of Health Professions. They must have been enrolled for at least one semester before their expected graduation or be in their final semester. For instance, if you are graduating in May and presenting during the summer, you can apply for this funding.

Fund Disbursement
If approved, funds will be transferred into the student's account according to university policy. Allowable expenses related to travel may include lodging, meals, transportation (such as taxis, airfare, mileage), and conference registration. Alcoholic beverages will not be reimbursed. The faculty mentor/advisor is responsible for monitoring the use of funds. Original bills and paid receipts must be provided. Any remaining funds after 6 months must be returned to the CHP Submissions for the travel grant are reviewed twice a year, during the fall and spring submission cycles. The number of grants awarded will depend on the quality of submissions and the availability of funds. Students can only receive this award once per academic year. This application is intended for one student or for one project if several students travel together to present. **Please note that if you receive funding, you are expected to present your research results at the CHP Annual Symposium.**

Deadlines

- Fall submissions are due before 5 pm on **October 18th, 2024**
- Spring submissions are due before 5 pm on **March 14th, 2025**
- Applicants should expect reviews to be completed within 2-3 weeks following the deadlines. Letters of acceptance/rejection are emailed.
- Applications submitted after the deadline, or that do not follow the Application Instructions, will not be reviewed.

APPLICATION INSTRUCTIONS
The applicant must clearly and concisely explain why they need funding for a conference trip. To be considered, the following sections must be completed. Each application will be evaluated based only on the materials provided in the proposal.

1. **Application Form**

Complete the cover page of the Student Travel Grant Application Form. In the form, read and sign the student academic honesty statement. The form must also be signed by the student faculty advisor and the chairperson of department. If you plan to use digital signing, please download the form onto your hard disk and open it with the latest Acrobat version. Please be aware that after digital signatures are applied, the document cannot be modified, for example by including additional PDF pages or changing the text.

2. **Brief Information about Conference**

Please provide information about the location, scope, significance, and size of the conference in the Application Form. Explain how participating in this conference will contribute to your chosen career.

3. **Abstract**

In the Application Form, please provide the abstract of the presentation that was submitted for the conference you attend and presented at.

4. **Budget**

Please provide a detailed list of expenses related to your travel and provide justification. You can either use a table or describe it in paragraph format in the Application Form.

5. **Supporting Documents**

Provide conformation that your project has been accepted for presentation. No funding will be provided for presentations that are not accepted. Also include in your application a documented approval of your travel by the Dean of the CHP (if applicable).

6. **Submission of application**

Please combine the Application Form and supporting documents into one document. Save it as a single PDF file and email this file to D**r. Ksenia Ustinova a**t ustin1k@cmich.edu. In the subject line of the email, please type your last name followed by "CHP Student Travel Grant". If you have any questions about the submission process, please ask them no later than 24 hours before the submission deadline.

STUDENT TRAVEL GRANT APPLICATION

Presentation Title

Conference Name

| | State | Regional | National | International |

Presentation Type   Poster   Platform

Student Name   **Email**

Department/Program   **Student ID#**

Degree: Undergraduate   Graduate   Graduation Anticipated

Budget Requested $ **Total Travel Cost $**

Additional Information and Special Consideration (Yes, No)   **Yes   No**

- Have you applied for or received other CMU funding to support this trip?
  - If yes, indicate amount   **$**

- Will you accept partial funding if full funding is not available?

- Do you plan to present research results at the CHP Annual Symposium?

STUDENT ACADEMIC HONESTY STATEMENT

As a student of Central Michigan University (CMU), you are participating in scholarly research based on the values of honesty, respect, fairness, and responsibility. You are expected to adhere to the CMU policies on academic integrity and must adhere to the highest standards of quality. Being awarded with a CHP Travel grant is a privilege and failure to adhere to standards of academic integrity may result in forfeiting any current &/or future grant funding.

Applicant Signature

AUTHORIZING SIGNATURES*

My signature below certifies that I have reviewed the student's presentation grant application. I agree that submission is the work of the student and meets grant requirements, and I support their travel to present the work

Faculty Advisor   **Date**

By signing below, the Chair indicates that any Departmental support provided from the College will be forthcoming to support the students travel expenses.

Department Chair   **Date**

*Digital Signature requires saving the document onto hard disk and opening it with Acrobat 6 version or later. Otherwise, sign the document with a pencil.

Brief Information about Conference

Abstract

Budget (describe in the table provided or in paragraph form)

Item	Justification	Funding Source	Cost
			$
			$
			$
			$
			$
			$
			$
TOTAL			$