
Student Academic Travel Awards 2016 - 2017

General Information:

The Research, Scholarship, & Creativity Committee invites travel award applications from students. This program funds student travel to academic conferences and events to present **undergraduate** research, scholarship, or creative works completed at Carthage. The Committee will also consider applications from students who wish to attend an academic conference, but who will not present original work. Awards will range from \$50 - \$500.

After attending the academic event, awardees will submit **receipts and an activity report** to receive reimbursement. Students supported under this program will be asked to display the results of their research or original work at an all-College event such as the Celebration of Scholars, Honors, or Divisional Colloquium.

Any travel completed before July 1, 2017 may be considered, even if such travel has previously been completed. Receipts must be received before June 12, 2017.

Please note that traveling before the deadline does not exclude your eligibility (be sure to hold on to your receipts). However, reimbursement for all expenses is not guaranteed.

Travel award applications must follow the outline on the following page, keeping the selection criteria noted in mind.

Questions and completed applications may be directed to the Teaching Commons at teaching@carthge.edu.

Student Academic Travel Awards for 2016 - 2017

A Complete Application includes:

- 1) A completed application form with an estimate of travel expenses. Please include supporting documentation for conference fees, travel, and lodging expenses, if available. If you are part of a joint presentation, please submit one application for the entire group, noting the names of all individuals and separately listing expenses. Please attach photocopies as jpeg or pdf files in your application.
 - 2) An abstract of the work to be presented (fewer than 500 words).
 - 3) A brief statement explaining how the award will enhance the student's career objectives and professional goals.
 - 4) A letter of recommendation from the student's research advisor or faculty mentor indicating which other funding sources have been explored and whether external funds are available to support the trip. Recommendation letters may be emailed directly to teaching@carthage.edu.
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Application deadline: Travel Grant Applications will be accepted on a rolling basis.

Applications should be directed to the Teaching Commons at teaching@carthage.edu.

ALL EMAILS MUST HAVE THE SUBJECT LINE (IN CAPS): STUDENT TRAVEL AWARD APPLICATION.

Selection Criteria:

The committee will rank applications on the following basis (though not necessarily in this order).

- 1) The overall quality and originality of the research performed or the work created.
- 2) Whether the project or work is appropriate for the conference the student will attend.
- 3) The student's academic record.
- 4) The letter of recommendation provided by the faculty member who mentored the student.

Preference is given to students who present original work created at Carthage. The Committee also considers applications from students who wish to attend an academic event, but not present original work. These applications, however, receive lower priority.

In addition, preference is given to students who have not received previous awards, and whose travel cannot be funded externally or through departmental budgets.

Important Reminder: After attending the academic event, awardees must provide an activity report and receipts for expenses to receive funds.

