

**STUDENT TRAVEL TO PRESENT AWARDS – Skidmore College  
To Support Travel to Present Work at a Conference or Professional Meeting**

For Office Use Only Date Received _____ Approved _____ Denied _____
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**Date of Application:** \_\_\_\_\_

**Student Project Leader\*:** \_\_\_\_\_

(\*Note: If this is a group travel project, then include the names of the students in your project description)

**Declared or Anticipated Major(s):** \_\_\_\_\_ **Minor(s):** \_\_\_\_\_

**Current Cumulative GPA:** \_\_\_\_\_ **Amount Requested:** \_\_\_\_\_

**Have you previously received a Student Travel to Conferences Fund?**       No       Yes

**If yes, when?** \_\_\_\_\_ **Amount Received:** \_\_\_\_\_

**Title of Presentation:** \_\_\_\_\_

**Faculty Sponsor:** \_\_\_\_\_ **Department/Program:** \_\_\_\_\_

**For the Faculty Sponsor**

I have read the student's narrative and endorse the proposed work: \_\_\_\_\_  
*(signature required)*

Optional Comments (attach letter if necessary):

**The following information will be kept confidential but is needed for check processing:**

**Student Project Leader\*:** \_\_\_\_\_

**Class Year:** \_\_\_\_\_

**(SSN)** \_\_\_\_\_

**Home address:** \_\_\_\_\_  
(street) (city, state, zip code)

**Cell Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**On a separate sheet of paper, please provide the following information:**

1. Attach your presentation title, abstract, and proof of acceptance to the professional meeting.
2. Describe your role in presenting the work.
3. Describe how participation in this conference will enhance your college education.
4. Explain the potential benefit of the project to the academic community at Skidmore.
5. Provide both a detailed budget for anticipated expenses and assurance that funds are not available from other established sources at the college.
6. If this project is being done in collaboration with a faculty member, please describe the nature and extent of the collaboration.

**Please Note:** If this study involves human subjects or vertebrate animals, you must consult with Skidmore's Institutional Review Board (IRB), Participant Review Board (PRB), or Institutional Animal Care and Use Committee (IACUC) to determine whether you need to submit an application for review and approval. IRB approval is required if your research 1) involves human subjects; 2) includes any interaction or intervention with human subjects or access to identifiable private information; and 3) meets the definition of research, which is defined as a systematic investigation designed to develop or contribute to generalizable knowledge. IACUC approval is required if your research involves vertebrate animals, such as mice, rats, fish, reptiles and birds. Wildlife studies involving vertebrate animals also require IACUC approval. Indicate in your application if you need IRB, PRB, or IACUC approval; if you do, also indicate whether or not you have submitted your proposal for review and/or received approval. If you have received approval, please attach your approval memo. All Skidmore College researchers who interact with human participants or involve vertebrate animals in their research (regardless of whether or not they need IRB, PRB or IACUC approval) are expected to conduct their research in an appropriate and ethical manner.

Be certain to type and proofread all materials submitted. Applications that do not meet high standards of clarity, coherence, and accuracy will be rejected. **Please submit this application and all support materials to Pat Choukeir in Starbuck Center 201 at least three weeks** before the conference. You should allow **at least two weeks** for the grant request to be considered.

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- Date received
- All sections completed
- Student's Cumulative Record Attached (for Dean)
- Faculty Advisor Name: \_\_\_\_\_
- Student Project Description Attached
- Budget Attached
- Faculty Letter Attached (if provided)
- IRB Approval attached (if pertinent to project)
- Portfolio of Work
- IRB/PRB/IACUC

**~ STUDENT TRAVEL TO PRESENT AWARDS ~**  
**Skidmore College**

**Purpose:** Student Travel to Present Awards are provided by generous friends and alumni of Skidmore College. Awards support travel to present research or creative projects at a conference or a professional meeting. Grants may be used to defray the costs of travel to the conference, lodging, and meals. Students should seek support from their departments to cover conference registration and membership fees in the professional organization. Grant amounts are typically **\$500-\$700** and depend on availability of funds each semester.

We do not provide funds for travel to attend a meeting where the student does not present. We also do not provide funds for student travel related to a class activity (required or voluntary) or that is part of a co-curricular activity sponsored by a department or program.

We support travel to a conference only when you are officially presenting research results or when you can demonstrate that specific content at the conference is critical to your research project (i.e., you can demonstrate that the conference is a research resource).

**Budgets:** Guesstimates and round figures are not compelling. You should research actual costs. You will need to justify each proposed expenditure in your proposal. Look for ways to save money. We encourage you to do this not only to make your project affordable for you but to stretch the available funds to assist as many students as possible. If travel is involved in the project, be certain to show why it is essential. **Consider not merely the cheapest modes of transportation but also the safest modes of transportation (i.e., consider traveling by train, bus, or airplane rather than by car).** You should also explore the most inexpensive options for hotels and meals.

**The use of personal vehicles for travel is not allowed.** If you choose to travel by car, you need to arrange to use a Skidmore fleet vehicle. In order to do so, you must apply to become an authorized driver. Please complete the required steps described in the link below:

[http://www.skidmore.edu/safety\\_committee/motor\\_vehicle\\_policy/studentprocedures.php](http://www.skidmore.edu/safety_committee/motor_vehicle_policy/studentprocedures.php)

Once you are approved as an authorized driver, you may ask your faculty sponsor to reserve a fleet vehicle for your use on the date(s) or during the time(s) you require.

Students who travel by car must include in their applications estimates of the gas and toll costs of their proposed trip.

**Criteria and Procedures:** Applicants for funds must be full-time matriculated undergraduates and be able to demonstrate the benefits of their travel to present research or creative projects at a conference or a professional meeting.

Alumni may apply for funds up to one year after graduation if they plan to present work that was completed during their senior year. Graduates are reimbursed for expenses after the conference rather than given awards before traveling to the conference.

The applicant should describe how the activity will enhance his or her education, explain the potential benefit of the project to the larger Skidmore community, and provide a detailed budget. Funds may be used only for the purposes designated in the application; any unexpended funds must be returned to the college. Successful applicants agree to file a brief project report and expense report with Pat Choukeir in Starbuck 201 after completing their funded activity.

**Review Process:** All applications for Student Travel Funds should be submitted to Pat Choukeir in Starbuck Center 201 at least three weeks before the student travels to the conference. **Application materials must be typed and must meet high standards of clarity and coherence to be considered.** The Associate Dean makes all final decisions, consulting as necessary with other staff and faculty.

**Rev. 07/17**

**STUDENT TRAVEL TO PRESENT AWARDS  
TIPS FOR A SUCCESSFUL GRANT APPLICATION**

**Project Description:** Clarity and completeness are important. Provide sufficient detail on the nature of your research or creative endeavor and describe the extent of any collaboration with faculty and peers.

**Faculty Assessment:** Your faculty sponsor must endorse your proposed work. We strongly encourage you to work with your sponsor while crafting your proposal. Your sponsor should provide feedback on your proposal while it is still in draft form.

**Enhancement to Your Education and Potential Benefits to the Skidmore Community:** Please take these two questions (on the application form) seriously. They ask you to expand your field of vision beyond your individual project.

**Follow-up:** Be certain to acknowledge support from Skidmore College Student Opportunity Funds in your publication or presentation. Finally, remember to file your expense report, with original receipts, to ensure that your grant will not be treated as taxable income by the IRS.

**Rev. 07/17**