SPRING 2013 STUDENT ACADEMIC TRAVEL GRANT APPLICATION

Application Deadline: May 3, 2013
Award Notifications Begin: May 17, 2013
Please Direct Questions to Michael Jackson (562) 985-5213 Michael.Jackson@csulb.edu

The Office of Student Life and Development is pleased to announce the Spring 2013 Student Academic Travel Grant. This grant was made possible for students wishing to enhance their educational experience by attending academic conferences, workshops, seminars and/or lectures which:

- Enhances their educational experience here at CSULB.
- Supports growth in their academic discipline.
- Exposes CSULB students’ to current trends in their field of study.
- Benefits the student and the university.

The Student Life and Development travel grant can be used to reimburse CSULB Students for a conference, workshop, seminar and/or lecture related expenses such as conference registration fees, transportation, lodging, memberships if required to present, co-present, compete and/or conduct a poster presentation at a professional academic conference.

Eligibility Requirements
- Currently enrolled in the Spring 2013 semester as a matriculated CSULB student at time of application. Students enrolled through extension services are ineligible.
- Undergraduate students must be enrolled at time of application in 12 units and possess a minimum CUM GPA of 2.0 in all work accepted at CSULB during the semester they are traveling.
- Graduate students must be enrolled at time of application in 9 units and possess a minimum CUM GPA of 3.0.
- If the student does not have the required number of units, please provide a written explanation of why he/she is not enrolled in the required units. Your application may have to undergo additional evaluation which may include but not be limited to contacting your department.

Eligible Travel
- Travel which enhances your educational experience, i.e., to conferences, workshops, seminars, lectures etc.
- Travel that supports growth in your academic discipline.
- Travel that exposes you to current trends in your field of study.
- Travel that is related to your major.
- Travel that allows for the presentations, thesis, research paper, posters and/or competitions.

Ineligible Travel
- Travel for which its sole purpose is for you to just volunteer and/or attend.
- Travel listed on a class syllabus and/or required for a class assignment.
- Visiting other schools for potential enrollment.
- Job fairs
- Study abroad
- Recreation and/or pleasure.
- Travel which involves you being compensated for services rendered.
- Having received a Student Life and Development Travel Grant during the same academic year.
- Travel listed on a U.S. Department of State Travel Warning: Centers for Disease Control, Prevention Travel Advisory, Embargo List and/or a World Health Organization listing of “Consideration to postpone all but essential travel” at least 10 days prior to the travel or visit. (http://travel.state.gov) Funding may be used for registration, transportation and lodging.
Submit the following if you presented or co-presented

**Call for papers.** This is a flier that clearly advertises the conference. The organizers name and contact information must be visible. *Clearly mark this document as “CFP” (Call for Papers)*

**A letter of acceptance from the conference organizer.** This must clearly show that you were invited to present or co-present at the conference. In the event this letter of acceptance was sent to a faculty member or another student please indicate why. *Clearly mark this document as “LOA” (Letter of Acceptance)*

**Proof of presenting or co-presenting.** Submit the first few pages of your paper, slideshow or abstract. *Clearly mark this document as “POP” (Proof of presenting)*

**Copy of your name badge.** If you were not given a name badge, you will be required to submit something that proves you were at the conference. Photographs are acceptable.

Submit the following if you competed

**Call for competitions.** This can be a flier that clearly advertises the competition. The organizers name and contact information must be visible. *Clearly mark this document as “CFC” (Call for competitions)*

**A letter of acceptance from the competition organizer.** This must clearly show that you were invited to this competition. In the event this letter of acceptance was sent to a faculty member or another student please indicate why. *Clearly mark this document as “LOA” (Letter of Acceptance)*

**Document how you competed.** Hand drawn diagrams, written explanations, photographs, conference organizer instructions all work well.

**Copy of your name badge.** If you were not given a name badge you will be required to submit something that proves you were at the conference. Photographs of you at the conference are acceptable.

Submit the following if you presented a poster

**Call for posters.** This is a flier that clearly advertises the conference. The organizers name and contact information must be visible. *Clearly mark this document as “CFP” (Call for Posters)*

**Poster.** This can be in the form of a letter size print out of your poster.

**A letter of acceptance from the conference organizer.** This must clearly show that you were invited to this conference to present a poster. In the event this letter of acceptance was sent to a faculty member or another student please indicate why. *Clearly mark this document as “LOA” (Letter of Acceptance)*

**Copy of your name badge.** If you were not given a name badge you will be required to submit something that proves you were at the conference. Photographs of you at the conference are acceptable.

Applications can be submitted directly to the office of Student Life and Development. You may also email it to Michael.Jackson@csulb.edu. If mailing your application, please send to: California State University, Long Beach, Office of Student Life and Development, 1212 North Bellflower Blvd. University Student Union, Room 215, Long Beach, California 90815 Attn: M. Jackson
SPRING 2013 STUDENT ACADEMIC TRAVEL GRANT APPLICATION
PLEASE PRINT NEATLY. USE ONLY BLACK OR BLUE INK.

Please Read before completing your application

Provide answers that are clear, concise and to the point. State a fact and follow it up with a few examples. Answers need not be very long. Avoid stating the same thing over and over again. If the committee cannot read your answers, chances are your application will not be considered for an award. Take your time and write clearly. Use a blue or black ball point pen. Reviewing stacks of student academic travel grant applications is a difficult job. If you are short and to the point, and you’ve answered the key questions, your grant will be viewed as comprehensible and fundable. If you bog down the reviewer with too much detail, they’ll have a hard time understanding your responses and may be less likely to award you.

STUDENT INFORMATION

Name of student submitting request____________________________________________________________

Student ID number: ____  ____  ____  ____  ____  ____  ____  ____  ____

Address____________________________________________________________________________________

Telephone number (         )_______________________   Email______________________@________________

Circle one:     Freshman          Sophomore         Junior          Senior          Graduate

Major/concentration/certificate_________________________________________________________________

Minor_____________________________________________________________________________________

Current unit load___________________Current cum GPA________________

CONFERENCE INFORMATION

Name of conference____________________________________________________________

Conference organizer____________________________________________________________

Conference city/state____________________________________________________________

Conference date(s):______________________________________________________________

Conference website____________________________________________________________

How did you learn of this conference?________________________________________________________________

Check what best describes what you did at this conference (Circle only one)

Present _____  Poster Presentation_____  Compete_____  Co-Present_____  

Please provide a brief description of what you did at this conference.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
FINANCIAL INFORMATION

1. Registration Fees $___________________
2. Memberships (If required to present/compete-must attach proof) $___________________
3. Lodging $___________________
4. *Transportation to the conference city and back $___________________  
   Only city to city transportation. Excludes taxi, shuttles and/or buses.
5. Total line 1 thru line 4 $___________________
6. Funding received from Associated Students $___________________
7. Funding received from your Department $___________________
8. Funding received from other sources (Family and Friends) $___________________
9. Total lines 6 thru 8 $___________________
10. Subtract line 8 from line 5 $___________________  
    Amount requesting from SLD $___________________

Memorandum of Understanding
Please read carefully and initial where indicated
Please return this form with your application

_____ In the event you are awarded a claim, you are responsible for adhering to all deadlines.

_____ Please make sure to include some form of advertisement for the conference you’ve attended. It can be a flier, brochure, program, email etc. This is necessary when submitting your travel claim form to our accounts payable department.

_____ In the event someone other than you, such as a spouse, parent, significant other, faculty, staff or student pays any part of your travel expense and you are attempting to use this claim to reimburse them, you will be required to submit a signed statement. This statement must indicate they are agreeing to have you accept their reimbursement and that it will be your responsibility to repay them.

_____ There is no guarantee that you will receive the maximum award possible.

_____ If you fly, please attach a copy of your itinerary.

_____ If you drive, please attach a copy of Google Maps driving directions which includes mileage driven starting from your home to the conference site and back.

_____ By submitting this application you confirm that you have either presented, co-presented, competed or conducted a poster presentation.

_____ All receipts must be original, in your name and show a zero balance. If your receipts were printed from an online vendor, you will be required to provide a supporting bank statement that clearly shows you incurred the expense.

_____ Do not pay someone in cash if you are seeking reimbursement with this grant. You must pay your portion directly to the vendor and obtain a receipt/memo which supports this.

_____ This grant is on a reimbursement basis only. Please secure alternate funding prior to traveling.

_____ You are eligible to receive this grant once per academic year.

_____ Please turn in this application AFTER you have completed your travel.

_____ Eligible travel will have to have taken place between November 16, 2012 and May 3rd 2013. Please remember to submit this application to the office of Student Life and Development after you have traveled and NOT before.

_____ Do not submit any receipts until told to do so.
(Question 1)
Please explain how this student academic travel enhanced your educational experience here at CSULB. This has to do with those things that were co-curricular in nature. (Please Print Neatly)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Question 2)
Please explain how this student academic travel supports growth in your academic discipline. This has to do with those things that relate directly to your field of study. (Please Print Neatly)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Question 3)
Please explain how this student academic travel exposed you to current trends in your field of study. Provide several examples of what current trends you were exposed to. (Please Print Neatly)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Question 4)
Please explain how this student academic travel benefit/has benefited CSULB and students. This has to do with how the CSULB community has or will benefit from the knowledge you obtained at this conference (Please Print Neatly)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If there is anything else you feel we should know please use the space below. (Please Print Neatly)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I certify that all of the information I have provided in this application is a true statement of my travel to a professional academic conference and those expenses incurred by me while traveling.

Applicant’s Name (Please Print)  Applicant’s Signature  Date
________________________________________________________________________  ___________________________  ___________________________