FALL 2015 STUDENT ACADEMIC TRAVEL GRANT APPLICATION

Application Deadline: November 9th, 2015
Award Notifications Begin November 23rd, 2015

Please direct questions to Michael Jackson (562) 985-5213 or Michael.Jackson@csulb.edu

The Office of Student Life and Development is pleased to announce the Fall 2015 Student Academic Travel Grant. This grant was made possible for those currently enrolled CSULB students wishing to enhance their educational experience by attending professional academic conferences, workshops, seminars and/or lectures which:

- Enhances the co-curricular experience here at CSULB
- Supports growth in the academic discipline
- Exposure to current trends in field of study
- Benefits the applicant and CSULB

The Student Life and Development Student Academic Travel Grant can be used to reimburse CSULB Students for conference registration fees, transportation, lodging and memberships if required to present, co-present, compete and/or conduct a poster presentation. Please note that those students presenting and co-presenting are eligible to receive up to $400.00. Students conducting poster presentations or participating in competitions are eligible to receive up to $300.00.

Eligibility

- This is academic travel. As a result, this grant supports only academic travel. To be eligible for this grant you must be presenting, co-presenting, conducting a poster presentation or participating in a competition.
- This grant only supports travel which is related to your major.
- You are encouraged to apply for both the ASI Travel Grant and this grant, as it is possible to receive both. To obtain the ASI grant please visit http://www.asicsulb.org/pages/asi-about-us-forms.
- Must be currently enrolled in Fall 2015 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 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 required number of units is not met, attach a written explanation as to why. Your application may have to undergo additional evaluation which may include but not be limited to contacting your department.
- Travel where you either present, co-present, compete or conduct a poster presentation at a professional academic conference, workshop, seminar and/or lecture.
- Travel which enhances your co-curricular experience.
- 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.

Ineligible Travel

- Travel for which its sole purpose is for you to just volunteer and/or attend.
- Travel for which its sole purpose is to present you with an award.
- Travel for which its sole purpose is to teach others.
- Travel listed on a class syllabus and/or required for a class assignment.
- Visiting other schools for potential enrollment or study abroad.
- Job fairs or for Recreation and/or pleasure.
- Travel which involves you being compensated for services rendered.
- 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.

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Submit the following only if you presented or co-presented

**Call for papers (CFP) (Call for Papers)**
This can be a flier, email or brochure that clearly advertises the conference, the conference location and date and time. The organizers name and contact information must be visible. No exceptions!

*Clearly mark this document as “CFP”*

**A letter of acceptance from the conference organizer (LOA) (Letter of Acceptance)**
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 attach an explanation as to why the LOA does not bare your name. This must be done. No exceptions!  

*Clearly mark this document as “LOA”*

**Proof of presenting or co-presenting (POP) (Proof of presenting)**
Submit the first few pages of your paper, slideshow or abstract. No exceptions!  

*Clearly mark this document as “POP”*

**Copy of your name badge**
The name badge must display your full name as well as the name of the conference. 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, conference souvenirs, brochures, newsletters are all acceptable.

**Itinerary and/or driving directions**
If you traveled to your conference by airplane, train, bus etc. please provide a copy of your itinerary. If you drove your personal vehicle please submit a copy of your driving directions, e.g. Google, MapQuest etc. which includes mileage. Mileage cannot be claimed for rental cars.

Submit the following only if you competed

**Call for competitions (CFC) (Call for Competition)**
This can be a flier, email or brochure that clearly advertises the competition, the location and date and time. The organizers name and contact information must be visible. No exceptions!

*Clearly mark this document as “CFC”*

**A letter of acceptance from the competition organizer (LOA) (Letter of Acceptance)**
This must clearly show that you were invited to compete at the conference. In the event this letter of acceptance was sent to a faculty member or another student please attach an explanation as to why the LOA does not bare your name.  

*Clearly mark this document as “LOA”*

**Document how you competed**
Hand drawn diagrams, printed programs, written explanations and photographs are acceptable. This MUST be part of your application. No exceptions!

**Copy of your name badge**
The name badge must display your full name as well as the name of the conference. 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, conference souvenirs, brochures, newsletters are all acceptable.

**Itinerary and/or driving directions.**
If you traveled to your conference by airplane, train, bus etc. please provide a copy of your itinerary. If you drove your personal vehicle please submit a copy of your driving directions, e.g. Google, MapQuest etc. which includes mileage. Mileage cannot be claimed for rental cars.
Submit the following only if you presented a poster

**Call for posters (CFP) (Call for Poster)**
This can be a flier, email or brochure that clearly advertises the competition, the location and date and time. The organizers name and contact information must be visible. No exceptions!
Clearly mark this document as “CFP”

**Printout of your poster.**
Please provide an 8.5”x11” print-out of your poster.

**A letter of acceptance from the conference organizer (LOA) (Letter of Acceptance)**
This must clearly show that you were invited to conduct a poster at the conference. In the event this letter of acceptance was sent to a faculty member or another student please attach an explanation as to why the LOA does not bare your name.
Clearly mark this document as “LOA”

**Copy of your name badge**
The name badge must display your full name as well as the name of the conference. 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, conference souvenirs, brochures, newsletters are all acceptable.

**Itinerary and/or driving directions.**
If you traveled to your conference by airplane, train, bus etc. please provide a copy of your itinerary. If you drove your personal vehicle please submit a copy of your driving directions, e.g. Google, MapQuest etc. which includes mileage. Mileage cannot be claimed for rental cars.
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PLEASE PRINT NEATLY. USE ONLY BLACK OR BLUE INK.

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

STUDENT INFORMATION

Please Print

Name of student submitting request______________________________________________________________

Student ID number: ___ ___ ___ ___ ___ ___ ___ ___ ___

Address____________________________________________________________________________________

City/State/Zip_______________________________________________________________________________

Telephone number (     )_______________________ Email______________________@________________

Circle one: Freshman Sophomore Junior Senior Graduate

Major/concentration/certificate_______________________________________________________________

Minor_____________________________________________________________________________________

Current unit load___________________Current cum GPA___________________

Explain below or attach an explanation if you are not enrolled in the required number of units.
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

CONFERENCE INFORMATION

Please Print

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 (Check only one)

Present _____ Co-Present_____ Compete_____ Poster Presentation_____

Only if you presented please answer the following

Please describe briefly what makes your academic travel a presentation?
Give a description of your presentation
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

If you co-presented please answer the following

Please describe briefly what makes your academic travel a co-presentation?
Give a description of your co-presentation
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

If you competed please answer the following

Please describe briefly what makes your academic travel a competition?
Give a description of the competition
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

If you conducted a poster presentation please answer the following

Please describe briefly what makes your academic travel a poster presentation?
Give a description of your poster presentation
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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### FINANCIAL INFORMATION

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<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>Conference registration fees</td>
<td>_______</td>
</tr>
<tr>
<td>2</td>
<td>Memberships <em>(Only if required to present)</em></td>
<td>_______</td>
</tr>
<tr>
<td>3</td>
<td>Lodging <em>(Room &amp; Board)</em></td>
<td>_______</td>
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<tr>
<td>4</td>
<td>Transportation cost to the conference city and back**</td>
<td>_______</td>
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<td></td>
<td><em>Current mileage rates are set to .565 cents per mile. Max compensation is $150.00</em></td>
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<tr>
<td>5</td>
<td>Total lines 1,2,3 and 4.</td>
<td>_______</td>
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<tr>
<td>6</td>
<td>Funding received from Associated Students</td>
<td>_______</td>
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<tr>
<td>7</td>
<td>Funding received from your Department</td>
<td>_______</td>
</tr>
<tr>
<td>8</td>
<td>Funding received from other sources <em>(Family and Friends)</em></td>
<td>_______</td>
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<tr>
<td>9</td>
<td>Total lines 6,7 and 8.</td>
<td>_______</td>
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<td>10</td>
<td>Subtract line 5 from line 9</td>
<td>_______</td>
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<tr>
<td>11</td>
<td>Amount requesting from SLD</td>
<td>_______</td>
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Memorandum of Understanding

Please read carefully and initial where indicated

Failing to initial and submit will cause delays in the processing of this application

Your initial constitutes acceptance of the terms and conditions of this grant

_____ You attended a professional academic conference to either present, co-present, compete or conduct a poster presentation.

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

_____ Do not submit ANY receipts until told to do so.

_____ Do not pay someone in cash if you are seeking reimbursement with this grant.

_____ If sharing an expense you must pay your portion directly to the vendor and obtain a receipt/memo which clearly shows you made the payment.

_____ No receipts, no reimbursement.

_____ This grant is on a reimbursement basis. The reimbursement must be for expenses which the student incurred. Not someone else!

_____ 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.

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

_____ You are only 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, 2013 and May 2, 2014. Please remember to submit this application to the office of Student Life and Development after you have traveled and NOT before.
This section of the application is used to determine if you can be granted an award and how much your award will be. Provide answers that are clear, concise and to the point.

(Question 1)
Please explain how this student academic travel enhanced your co-curricular experience. This has to do with those things that add to your out-of-classroom experience. (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 benefits CSULB and our 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)

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, workshop and/or seminar and those expenses incurred by me while traveling.

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