

# **STUDENT TRAVEL FUND POLICY**

*Approved by Faculty Council: 4/28/06*

Faculty strongly support student research. As limited funding is available, all students are encouraged, in consultation with their faculty advisor and/or department chair, to take the initiative in submitting proposals.

## **Advisement**

- Faculty members who know of students planning to participate in upcoming conferences should alert the Associate Vice-President for Academic Affairs (hereinafter referred to as AVPAA) as early as possible each semester about forthcoming requests for student travel funding
- Faculty members should steer interested students, whenever possible, towards presenting at conferences within driving distance
- Students should be encouraged to seek out and secure financial support from a range of sources, including, but not limited to the department, the college's Student Travel Fund, college fundraising activities, and funding or awards offered by conference organizers

## **Policy**

- Whenever possible, the existing funds should be disbursed equally throughout the academic year
- Whenever possible, existing funds should be allocated equitably among students majoring in the Social Sciences, Sciences, Humanities, and Business
- Whenever possible, students who have not received prior funding will be given higher priority
- The AVPAA will determine, based on the number of submissions, if a Review Board is necessary to assist with the allocation of funds. Members of the Review Board will be selected from current members of the Academic and Professional Affairs Committee. The AVPAA will act as the chair of the Review Board
- Notification of deadlines for submission shall be provided by the AVPAA early each semester
- Students shall submit a Proposal, approved by a sponsoring faculty member, to the AVPAA that summarizes their research, provides presentation details, and outlines anticipated costs for which they seek assistance. Preference should be given to students whose participation requires written preparation for the conference (i.e. a conference paper, a poster, debate or panel remarks, etc.)
- Given the limited funds, the reimbursement may be partial, not full.
- Students must submit receipts equal to the funds awarded
- Students must submit a written summary about conference participation to the AVPAA within a week of their return