

Kean University Foundation Undergraduate Student Research Travel Award Application

The Kean University Foundation provides funding for Kean University undergraduate students or groups to present, compete, or accept awards at regional, national, or international conferences.

Eligibility

- Travel for an individual student or student group **to present** their invited scholarly or creative work, **to accept** an award from a professional organization or academic institution, or **to attend academic competitions** at the regional, national, or international level.
- The applicant(s) are undergraduate students in good academic standing at the time of application and at the time of travel.
- The applicant(s) have received written confirmation from the sponsoring organization of the applicant's acceptance to make a presentation, receive an award, or compete.
- Each application requires faculty approval before submission.

NOTE: Students may receive only one travel award from the Kean University Foundation.

Funding

- Funds may only be used to cover the following costs:
 - Transportation to and from the conference (e.g., airfare, van rental, mileage)
 - Lodging and meals (maximum: 2 nights)
 - Conference registration fees
- Faculty/chaperone expenses cannot be funded by Student Travel Awards.

Application and Award Process

- Prepare the Student Travel Award (STA) application packet, which includes the following:
 - Application form, with completed student section, and saved as a Word document.
 - PDF copy of proof of acceptance/invitation from the sponsoring organization
 - PDF copy of your current unofficial transcript
- Group application only: PDF document listing all student participants and their email addresses.
- Email all of the above documents as attachments to your faculty sponsor. **NOTE:** It is the student's responsibility to make sure the faculty sponsor completes the next steps in the process.
- **Faculty sponsor:** Reviews STA application documents and completes the Faculty Approval section of the application form. Faculty sends completed STA application packet, including all supporting materials, to cawillis@kean.edu
- **Deadlines:** Complete applications are reviewed on the 15th of each month, for travel after the 1st of the following month
- After processing, an award letter will be sent to applicant via email with amount of application (with cc to faculty sponsor and department travel liaison)

Reimbursement (upon completion of travel)

- Within 5 days, submit receipts for allowable expenses (e.g., airfare, mileage, conference registration fees, lodging bill with zero balance) to your department's travel liaison

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Complete applications are reviewed on the 15th of each month.

Student Name:

(This student will be the primary contact if the application is for a group or organization)

Group or Kean University Organization (if applicable):

Student's Kean University Email Address:

Preferred Telephone Number:

Undergraduate:

Anticipated Date of Graduation:

Kean University Department:

Name of Faculty Sponsor:

Sponsor's Email:

Name of Conference or Event:

Location:

Event website:

Dates of Travel (mm/dd/yy): through

Poster/Abstract/Project/Event Title:

Brief description of the scholarly activity and explain why this travel opportunity is important to your scholarship or degree program (Limited to 400 words). **[mandatory]**

Required PDF Attachments

- Copy of your acceptance letter or email to present, receive an award, or compete.
- Copy of your current unofficial transcript
- For a group application only: A list of participating student names, their email addresses, and academic status (e.g., undergraduate or graduate)

Applications without these documents will NOT be considered complete and will not be reviewed.

Note: This award cannot fund faculty/chaperone expenses

Itemized Costs (as totals for all participants):

- Airline travel to/from the event (if applicable): \$
- Event registration fees, if applicable: \$
- Lodging (maximum 2 nights): \$
- Meals (in accordance with Kean University per diem of \$8 for lunch and breakfast and \$20 for dinner): \$

Total Request: \$ Maximum of \$500 for domestic and \$1,000 for international travel

Budget Justification: Explain the costs itemized above (e.g., cost estimate of airline ticket(s); registration fee category; cost of lodging per night x # rooms x # nights; per student costs, if a group application). **[mandatory]**

Other Funds: List any other funding that has been (or will be) obtained for this activity. (Do not list personal funds.)

| | |
|--------|--------|
| Source | Amount |
| Source | Amount |
| Source | Amount |
| Source | Amount |

Check the appropriate box: **[mandatory]**

- I understand that this application will be considered only after my faculty sponsor has approved it. YES
- I understand that travel expense receipts must be submitted to my department's travel liaison within 5 days after my return. YES

STUDENT APPLICANT FORM ENDS HERE.

Student now sends ALL required documents (this form and required PDF attachments) to the faculty sponsor for review, completion of Faculty Approval section. The Faculty Sponsor must forward the complete STA packet to cawillis@kean.edu

NOTE: It is the student applicant's responsibility to confirm that the faculty sponsor has completed this process.

Faculty Approval of Undergraduate Student Research Travel Award Application

Name of Faculty Sponsor:

Sponsor's Email:

Kean University Department:

Other Funds: List any other funding source that you have at your disposal to help support this trip.

| | |
|--------|--------|
| Source | Amount |
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| Source | Amount |
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Brief description of your relationship to the student applicant(s) and the significance of the conference or event. (Limited to 100 words). **[mandatory]**

Check the appropriate box: **[mandatory]**

- I understand that this student's Travel Award application will be submitted to the Kean University Foundation only after I've approved it. YES
- I agree that the budget provided is reasonable. YES

SUBMIT APPROVAL

The Faculty Sponsor must forward the complete STA packet to cawillis@kean.edu