

**Office of Grants, Research and Sponsored Programs**

**Student Research & Creative Activity Travel Grant**

The Office of Grants, Research and Sponsored Programs will provide up to $300/student (undergraduate or graduate) per academic year, to offset travel costs to present a paper or poster in-person or virtually on their research or creative activity projects. The Student Research & Creative Activity Travel Grant will be guided by the following principles:

* The student must be working under the mentorship of a faculty member
* Students must be presenting at a session or presenting a poster to receive funding. The student must have papers showing acceptance for presentation and/or listed on the program (confirmation required)
* Reimbursement must be for reasonable expenses (registration fees, travel)
* SRU’s travel policy must be followed
* Funding is on a first come, first served basis
* There will be no prepayment of funds
* One application per student per academic year

Applications will be reviewed on a rolling basis. Please email your completed application to [casey.hyatt@sru.edu](mailto:casey.hyatt@sru.edu).

1. **Student Profile**

|  |
| --- |
| Name: |
| SRU Email: |
| Major Department: |
| Classification: |
| 1st year (Freshman) |
| 2nd year (Sophomore) |
| 3rd year (Junior) |
| 4th year (Senior) |
| Graduate Student |
| College: |
| College of Business |
| College of Education |
| College of Engineering and Science |
| College of Health Professions |
| College of Liberal Arts |

1. **Faculty Mentor Profile**

|  |
| --- |
| Name: |
| SRU Email: |
| Department: |

1. **Research or Creative Activity Description**

Provide a one-page, single-spaced document with 1-inch margins to answer the following questions. This document is to be completed by the applicant and edited/proofread by the faculty mentor.

1. Provide a brief description of your project including:
   1. Background and significance
   2. Research or creative activity plan
2. Provide the name and location of the venue you will be presenting
3. Provide a brief explanation of the potential impact this funding could have on your future career aspirations.
4. **Budget –** include the amount requested for each of the following below (food will not be reimbursed). Please include any other sources of funding:

|  |
| --- |
| Hotel:       City: |
| Airfare (from and to): |
| Mileage (must use SRU reimbursement rate): |
| Other Transportation (taxi, train, parking, etc.): |
| Registration for Conference: |
|  |
| Other sources of funding: |

1. **Signatures** – all signatures listed below must be obtained prior to submitting application.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name (printed) Date Faculty Mentor Name Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature Faculty Mentor Signature**

**For Office of Grants, Research and Sponsored Program use only:**

**Approved:**  **Not Approved:**  **Reason for non-approval:**

**Amount Approved:**

**Signature of Grants, Research and Sponsored Programs:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**

**Casey Hyatt**