

# **Health & Kinesiology Undergraduate Travel Support Fund**

**Sponsored by Professor Emeritus Ray Anne Shrader**

## **Application Guidelines**

### **Purpose**

The purpose of the Undergraduate Travel Support Fund is to partially support the travel costs associated with having been invited to present their research or original paper at a regional or national professional meeting, perform their duties as an officer or representative at a regional or national professional association meeting, or make a professional/application presentation at a regional or national professional association meeting.

### **Eligible Expenses**

Eligible expenses include transportation to and from the conference, lodging, and conference fees while attending the conference. Each award should not exceed \$500.

### **Requirements**

The student cannot simply be assisting faculty who are making a presentation. The undergraduate student must provide written evidence that the research presentation, original paper, or professional/application presentation has been accepted (e.g., letter or e-mail of acceptance; name in pre-conference announcements, etc.), and that the student is one of the named presenters on the conference program, OR that the student is an officer or representative in a professional organization and is required to attend the professional meeting.

### **Application & Faculty Sponsorship**

To apply, a student must complete the Undergraduate Travel Grant Application. A faculty member in the Department of Health & Kinesiology must agree to sponsor the student; in so doing, the faculty must provide a letter of support. Due dates for grant applications are September 15, January 15, and April 15. The total number of grants awarded in a given academic year would depend on qualified applicants/proposals and money available. Payment could be made before or after the trip at the discretion of the Head of the Department.

Once the application is complete and the sponsoring H&K faculty member has reviewed and signed the student's application, the student must send three copies of the application and supporting documents to the Undergraduate Program Director. The Undergraduate Program Director will designate three H&K Department faculty to review the applications and award the grants based on the stated criteria. Each proposal will be reviewed by the three faculty using the attached rubric. The proposals will also be rank-ordered by the faculty, in case more than one proposal comes in during a semester and in order to stay within the monetary constraints.

### **Criteria for Grant:**

- Evidence that the presentation has been accepted OR that the student is an officer/representative in a professional organization and should attend the professional meeting
- Description of the professional organization & meeting
- Description of: the original paper or research study & role in research, OR the student's office or role as a representative at the meeting, OR the professional/application presentation & the student's role in the presentation.
- Description of how the presentation/meeting attendance contributes to professional development

### **Post-presentation Evaluation**

Within one month of making the presentation the student will submit to the Director of Undergraduate Studies a one page evaluation of the experience relative to its contribution to the student's professional growth and goals.

# Department of Health & Kinesiology Undergraduate Travel Grant Application

Date:

Name of Student:

Contact Information:

Conference attending:

Location of conference:

Dates of conference:

Title of Presentation:

Co-presenters/authors:

Presentation date/time:

Budget for the Grant:

Travel Expense (check one):

\_\_\_\_\_ Round Trip Air Fare Cost: \_\_\_\_\_  
\_\_\_\_\_ Car Expense (\_\_\_\_\_ miles @ \$.45 per mile) Cost: \_\_\_\_\_

Lodging: Hotel/Motel: \_\_\_\_\_ nights at \_\_\_\_\_ per night. Cost: \_\_\_\_\_

Conference Fee: \_\_\_\_\_ Cost: \_\_\_\_\_

TOTAL GRANT REQUEST: \_\_\_\_\_

*I agree to submit a one page evaluation of the experience relative to its contribution to my professional growth and goals to the Director of Undergraduate Studies no later than one month following the presentation.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Provide an essay (no longer than one double-spaced page). If the student is presenting research, these items should be included in the essay: (1) description of the professional organization and professional meeting at which the presentation is being made, (2) a description of the research study or original paper and the student's role in the research and presentation, or description of the original paper and the student's role in the development of the paper, and (3) how the presentation contributes to their professional development. If the student is attending as an officer or representative of an organization, the essay shall consist of: (1) a description of the professional organization and the professional meeting the student will attend, (2) a description of the student's office or role as a representative at the meeting (including specific duties, if applicable), and (3) how attending the meeting contributes to their professional development.

Rubric

Student Name: \_\_\_\_\_

- Exceptional 3 points
- Good 2 points
- Developing 1 point
- Poor 0 points

Description of the professional organization and professional meeting at which the presentation is being made or that the student is attending \_\_\_\_\_ Pts

Description of the research study and the student's role in the research and presentation OR a description of the student's office or role as a representative at the meeting (including specific duties, if applicable) OR description of the professional/application presentation and the student's role in the presentation \_\_\_\_\_ Pts

Description of how the presentation or attendance at the meeting contributes to the student's professional development \_\_\_\_\_ Pts

TOTAL POINTS \_\_\_\_\_ Pts

Evidence of Presentation/Office or Representation Yes No  
(NOTE: circle yes if evidence was provided; no if not; No evidence automatically removes the student from consideration for travel support)