Conference and Performance Travel Fund for Students
Application Guidelines

The purpose of this program is to support and foster graduate and undergraduate students' presentations of research, performances, artistic and other scholarly and creative activities at professional conferences and forums.

Please be advised that **there is a limited amount of funds available** to support student travel requests. Most applications will not receive full funding and cost saving procedures are encouraged. These procedures would include selecting state and local conferences, applying for discount group rates at hotels nearby the conference, and driving to nearby venues as opposed to flying.

**DEADLINE:** There is no deadline for these requests. Students should submit requests after their work has been accepted for presentation.

**ELIGIBILITY:** Graduate students enrolled in a graduate program and matriculated undergraduate students at SUNY Oswego may apply.

**APPLICATION PROCESS:** Students preparing a travel request should review the online application retrievable from the ORSP website. On this application is a listing of potential funding sources. Please read the description of each funding source and check all those that are relevant for your circumstance. In order to submit your request you will need to complete the online application, submit an abstract of your work, a detailed budget, and a completed faculty sponsor form (provide links).

Upon return from the conference you will be expected to provide a) receipts to your department for reimbursement and b) a 1-2 page description of your participation at the conference, what was learned, and ways in which your participation was valuable. This description should be submitted to the department, the faculty sponsor, and to the individual sources that provided the travel funding.

**FUNDS:** The maximum award from any one source will be limited by the stipulations related to that funding source. Investigate the descriptions of each funding source outlined on the ORSP website before requesting funding.

**FACULTY SPONSORSHIP:** Students must secure a faculty or staff sponsor and provide that person with the faculty sponsor form. The signed faculty sponsor form should accompany the application materials submitted to each funding source.

**APPLICATION CRITERIA:** Requests for funding must include the information listed below.

I - ABSTRACT
A brief (200 words or less) abstract that reviews the purpose and importance of this project. Abstracts should also include the title of the presentation and the list of authors.

II – APPLICATION FOR FUNDING
A – Students should submit an application for funding retrieved on-line. Students submitting groups requests should list one contact individual on the application form and then list the other individuals seeking funding below in the designated spaces.

III - BUDGET
A - Complete a detailed budget listing items or expenses for which you are requesting funding and the cost of each.

IV- FACULTY SPONSOR
A- Submit a completed faculty sponsor form with each set of application materials.

TO SUBMIT YOUR PROPOSAL
Review the 5 potential funding sources listed on the ORSP website and submit the application materials (application, abstract, budget, and faculty sponsor form) to each relevant funding source. Applications should be copied and mailed to each of the relevant funding sources. Please review the descriptions of each funding source to ensure that your proposal meets the requirements for that source.

UPON COMPLETION OF THE CONFERENCE

Funds to support student conference travel will only be released when a) the student(s) has submitted their receipts and required reimbursement paperwork to their department, and b) the student(s) submit a brief a 1-2 page description of their participation at the conference, what was learned, and ways in which the participation was valuable. This description should be submitted to the department in writing and emailed to the faculty sponsor and to the individual sources that provided the travel funding.

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