

## *Guidelines: Student Academic Development*

September 2010

1. Student Academic Development funding is intended to enhance students' education and professional development by supporting their participation in academic activities in their fields of study. Specifically, such funding is intended to support students' attendance at and participation in conferences and workshops in their discipline. Occasionally, funding is available for special projects. Students seeking funding for a special project are encouraged to inquire first by contacting the Chair of Student Academic Development before submitting a proposal. Funding is not available for class fieldtrips.
2. Undergraduates: To be eligible for funding, undergraduate students must be currently enrolled at The University of Findlay and must be taking at least 12 hours per semester, which may consist of any combination of day, evening, weekend, or online courses at The University of Findlay. Due to limited funding, proposals from part-time students cannot be considered (except at the end of the year if Student Academic Development funds are still available). Graduates: Both full-time and part-time graduate students are eligible for funding, but proposals from full-time graduate students will receive first consideration.
3. All students must submit their own individual proposals even when they are attending a conference as a group, sharing rides and hotel accommodations, etc. While some information may be identical in proposals submitted by students attending the same conference, proposals should not be identical. Each student's description of the project and rationale should reflect his or her own perspective. If a proposal does not reflect a student's own individual perspective, it will not be considered for funding. **Please note: When more than one student is attending a conference the entire group can submit just one conference brochure, mileage estimate (mapquest), airline estimate, hotel information, and any other necessary documents. The rest of the paperwork should be unique to each student.**
4. Each proposal will be considered on its own merit. Requests should relate to the area(s) of study of the student. Students should include descriptive literature relating to their proposal. Please submit copies of the proposal, conference program, letter of acceptance (if presenting paper, etc.) and registration materials. Failure to submit such materials could lead to automatic rejection of the proposal. The committee will generally give higher priority and funding to proposals that involve active participation at a conference or seminar (e.g., giving a presentation).
5. Students submitting proposals must receive endorsement from a departmental faculty member who will need to complete and sign the Faculty Endorsement form. This form should then be included along with the proposal, or it can be submitted separately to the Chair of Student Academic Development. The proposal will not be considered without a complete Faculty Endorsement form. Note: Faculty may complete just one Faculty Endorsement form to endorse a group of students who are participating in the same conference or workshop—provided, of course, that all students' names are listed on the Endorsement form.
6. **\*\*Apply for other available funds.** All students, both graduate and undergraduate, should demonstrate in their proposals that they have applied for and/or received other available funds (such as regular program or department funds or funding from a student organization or national organization).
7. The current maximum amount that an individual student may request is \$500 per year. Students may receive 75% of their grant after committee approval and the remaining 25% after the expense report and project evaluation forms have been sent to the committee chair. A year is defined as July 1st - June 30th. All paperwork must be received by the chair prior to June 30 for those events in June to receive funds.
8. Students should provide the committee with complete and detailed information concerning hotel, transportation, conference fee costs, etc. This includes providing actual documentation of estimates. – Also, expense reports with original receipts must be submitted to the Chair of the Student Academic Development Committee within two weeks of the completion of the project (or immediately following committee approval when students have already completed the project prior to submitting a proposal). Failure to abide by these guidelines may lead to forfeiting some or all of the funding originally granted to the student. Students should retain duplicate copies of their receipts and expense report.

9. To be eligible for approval, proposals need to demonstrate a commitment to evaluating the project. Students will need to complete the "Evaluation of Completed Project" form and submit this form to the chairperson within two weeks of the end of their completed project. The completion of the evaluation form is considered part of the overall assessment and is required for all students who wish to receive funding and/or keep any funding advanced to them.
10. To be eligible for approval, proposals need to demonstrate how the professional academic experience (e.g., attending or presenting at a conference) will enhance the student's understanding of his or her discipline or field of study at The University of Findlay and/or how it will enhance the student's ability to contribute to this discipline.
11. Depending on budget considerations, funding may be received in the form of reimbursements rather than advances.
12. **Proposals are to be made by completing and submitting the Student Academic Development Proposal form.** Submit proposals by email to [tbeitzel@findlay.edu](mailto:tbeitzel@findlay.edu) or mail the proposal to Tara Beitzel, Chair of the Student Academic Development Committee.

PLEASE NOTE – *To enhance the chances that your proposal will be approved, be sure to keep the following in mind when completing the proposal:*

- If you haven't already done so, carefully read the guidelines above.
- When writing the proposal, provide *detailed* information, such as including the name, date(s), and location of conference; also include the date(s) that you'll be attending if you're not staying for the whole conference. If you are giving a presentation, indicate the title of your presentation, briefly summarize your presentation and explain the significance of your project. Also, be sure to provide detailed information regarding cost estimates. Your request should reflect only your own individual share of costs, and you should provide a clear, detailed breakdown of costs. For instance, if the total cost for a hotel room is \$160 per night and you're staying in a hotel for two nights and are sharing the room with three other people, your estimate for hotel costs should be \$80 and you should provide the details: 2 nights @ \$160/night divided by four people. (Do the same for transportation costs, etc. Also, with estimates for transportation, be sure to identify the mode of transportation.)
- **Provide documentation for your estimates and for the conference.** For example, if you've reserved a hotel room, provide a copy of the reservation with the rate specified. If you haven't yet reserved a room, include a copy of available hotel rates listed on the conference brochure or on a website. Provide documentation for estimated travel costs, conference fee, etc. – Even if you are only requesting funding for lodging or travel and not for a conference fee, proposals still must include conference brochure information and, in cases where a student is giving a presentation, documentation for the presentation (e.g., letter of acceptance or program schedule with presentation listed). – Note: All documentation must be attached to the proposal. Simply including a link or web address is not sufficient. You may send just one set of documentation for those traveling together.
- **If you are traveling by car,** estimates for travel should be based on the following formula: 46 cents per mile. Do NOT include cost of gas in your estimate. DO be sure your mileage estimate includes your return trip. Also, again, be sure to include details. Don't just list a total dollar figure. Show the estimated mileage as well and document how you arrived at this estimated mileage (e.g., did you use MapQuest? If so, you could include a copy showing the estimate.). If you're sharing costs, be sure to estimate only your own share and show this in your estimate. NOTE: If you are the owner/driver of the car, it's fine for you to claim the total mileage cost (42 cents per mile) as long as no other riders in the car claim any mileage costs.
- **IMPORTANT:** The Student Academic Committee will give priority to proposals that are complete, clear, and detailed; that provide documentation for estimates; that demonstrate attempts to economize when possible (such as sharing hotel or travel costs); and that demonstrate the relevance of the conference or workshop to your field of study.
- **OBTAIN AND KEEP RECEIPTS.** Remember that, following the conference or workshop, you will need to submit a detailed expense report with receipts attached. If you do not have receipts, you will be required to return all funding advanced to you.