

SERSCA Travel Grant Program

2023-24 AY

Program Guidelines and Requirements

The SERSCA program is generously funded by the Instructionally Related Activities (IRA) committee on a competitive annual basis. SERSCA funding for the 2023-24 AY is lower than previous years, which is reflected in the amount of travel grant funds available.

Overview

The SERSCA Travel Grants fund travel for undergraduate and graduate students in two tracks:

- Presentation of RSCA at professional conferences, exhibits, or other professional venues
- Attendance at professional conferences.

****All travel grants are subject to restrictions and institutional approvals****

Eligibility Requirements

- Student Requirements
 - Currently enrolled as an Undergraduate, Graduate, or Postbaccalaureate student at Stan State
 - Applicants **must be nominated by a Faculty Sponsor**
 - Completion of final reports from any previous SERSCA funding
 - For the presentation travel award, you must submit receipt of your submission or acceptance to present at the conference, exhibit, or other professional venue. Final funding is conditional upon proof of your acceptance to present.
 - Presentation grants for collaborative research projects are limited to three (3) lead student presenters.
- Faculty Sponsor Requirements
 - Travel grant sponsorship limited to 5 students per academic year
 - 2023-24 AY runs from June 2023- May 2024

International Travel: Applications for international travel must be received **at least 6 weeks** prior to travel date. Any international travel application received less than 6 weeks prior to the travel date will not be reviewed and will not be awarded.

Complete applications will be reviewed upon receipt and all applications that meet the review criteria will be awarded until all funds for that cycle are allocated. Average review time is 5-10 days.

Award Amounts

Presentation travel awards are limited to a maximum of \$1,200, and Attendance travel awards are limited to a maximum of \$800. Funding for students presenting at a conference will be prioritized.

Available Funding for 2023-24 AY	
Summer 2023	\$5,000
Fall 2023	\$12,000
Spring 2023	\$28,000

SERSCA Travel Grants will be awarded based on allowable costs per the University Travel Policy. The budget included in the application and the accompanying budget justification will be used in making the final award amount determination.

Although the actual costs of travel may be greater than the maximum SERSCA travel award (\$800 to attend, \$1,200 to present), students may only request and will be awarded up to that amount.

Award Requirements

- Awardees are responsible to make all reservations. Reimbursement will be provided up to the amount of the award, for actual costs incurred.
- Upon receipt of an award, paperwork for domestic travel must be completed at least **three (3) weeks** prior to the travel date.
- Upon receipt of an award, paperwork for international travel must be completed at least **six (6) weeks** prior to the travel date.
- Students may apply for one travel grant per academic year.
- A final report is required. Eligibility for future SERSCA funding is contingent upon report submission.

Application Instructions

The application must be completed by the student, and the **faculty sponsor must approve the application**. Only complete applications that are approved by a faculty sponsor will be considered.

