

WSU STUDENT GRANT WARRIORSACE APPLICATION INSTRUCTIONS:

UNDERGRADUATE TRAVEL GRANTS

Effective February 1, 2021, Grants & Sponsored Projects (G&SP) will no longer be accepting student grant applications through the IRBNet application system. Student research and travel grant applications will now be submitted via a WSU WarriorSpace form. For projects that include human or animal subjects, students will need to complete the student grant application in WarriorSpace as well as the [IRBNet](#) or [IACUC](#) protocol in IRBNet (as applicable).

Before submitting your grant request, [review the guidelines](#) for eligibility and the application process along with information on deadlines and what should be included in your application package. All components of the travel grant application must be complete and submitted 30 days in advance of the conference or presentation event. The proposed presentation must have been accepted by the conference or event sponsor at the time of application.

Steps in the student travel grants application and review process:

1. [Access Form in WarriorSpace, Verify and Complete Applicant Information](#)
2. [Complete Team Information Section](#)
3. [Complete Presentation Information Section](#)
4. [Complete Detailed Travel Information](#)
5. [Complete a Detailed Project Budget](#)
6. [Upload Presentation Confirmation & Complete Presentation Abstract](#)
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9. [Notification of Award and Cost Center Assignment](#)
10. [Submission of Presentation or Paper End Product\(s\)](#)

1. Access Form in WarriorSpace, Verify and Complete Applicant Information

- Go directly to the form using this [link](#) and sign in with your WSU Star ID.
- Alternately, you can search for the form by going to <https://warriorspace.winona.edu/>.
 - Sign in with your WSU Star ID.
 - Select “Forms I can Submit.”
 - Scroll down and click on “Undergraduate Student Research & Creative Presentations Travel Support Grant.”
- Some of your personal information should auto-fill in the form under “Applicant Information.” Verify that this information is correct.
- Select your Sponsor/Advisor by starting to type their name in the box. When you select the user ID or name, you will see the name and the email will appear below that.
- Answer the question “Have you previously received a travel grant?” Please note that if you answer “Yes” you will be ineligible to receive another one.
- Answer the question “Is this a Team Presentation?”
 - If you respond “yes,” the team information section will appear.

Applicant Information

Name	<input type="text"/>
Warrior ID	<input type="text"/>
Star ID	<input type="text"/>
Email	<input type="text"/>
Major	
Sponsor/Advisor	<input type="text" value="Search for user"/>
Graduation Term	<input type="text" value="Select Term"/>
Earned Undergraduate Credit Hours at time of application	0
Current Term Undergraduate Credit Hours Attempted	<input type="text"/>
Have you previously received a travel grant? ⓘ	<input type="button" value="Yes"/> <input type="button" value="No"/>
Is this a Team Presentation	<input type="button" value="Yes"/> <input type="button" value="No"/>

2. Complete Team Information Section

- If you responded “Yes” that the Travel grant is a team presentation, the team information section will appear.
- Select your co-applicant(s) by starting to type their name in the box. When you select the user ID or name, you will see the name and the email will appear below that.
- If more co-applicants need to be added, click on “Add Applicant” and more spaces will appear. Please note that the co-applicants will be sent an email to verify their involvement in the project before the form goes to your Sponsor/Advisor.

Team Information

Please note that the co-applicant information displayed in this section will be viewable to other co-applicants and approvers of this process.

Co-Applicants

1

2

For those listed as co-applicants:

- Select “I accept” or “I do not accept.” If you do not accept, you still need to click “Submit” at the bottom of form. If you do accept, complete the following steps.
 - Some of your personal information should auto-fill in the form under “Co-Applicant.” Verify that this information is correct.
 - Indicate whether or not you have previously received a travel grant. If you have previously received one, you are ineligible to receive another. If you select “Yes,” you still need to click “Submit” at the bottom of the form.
- Provide your graduation term using the drop-down menu.
- Provide any additional comments in the provided box. If the earned credit hours are less than 60, provide an explanation in this box.
- Review the co-applicant agreement and click “I Agree” if you do.
- Review the rest of the form and click “Submit” at the bottom.

Team Information

Please note that the co-applicant information displayed in this section will be viewable to other co-applicants and approvers of this process.

Co-Applicants

1

Warrior ID		Earned Undergraduate Credit Hours	
Major		Current Term Credit Hours	
		Total Earned & Current Credit H	

Have you previously received a travel grant

Graduation Term

Comments Please add any additional information here. If your earned credit hours are less than 60, you are required to provide an explanation.

Co-Applicant Agreement -

- I understand and will adhere to the policies and guidelines described in Policy 3-25 and Procedure 3-25a.
- I agree to follow Winona State and Minnesota Colleges and Universities COVID-19 travel guidelines and guidelines for working on campus in place during the project period.

I Agree

3. Complete Presentation Information Section

- Type in the “Title of Presentation” and select “Presentation Department” from the drop-down menu.
- Enter “Total Amount Requested.” This may be up to \$600 for individual presentations and up to \$1200 for team presentations. This will automatically fill in the “Amount Requested” in the “Detailed Project Budget” Section.
- Select the appropriate conference type. This will either be an in-state conference, Out-of-state conference, or a virtual, online only conference.
- Provide the “Conference Name” in the appropriate box.
- If the conference is an in-state conference or an out-of-state conference, provide the conference location in the appropriate box.
- Answer “Is this a capstone, senior thesis, or other degree culminating project?” This will not affect the decision of funding for this application.
- Select the “Date of Presentation” from the calendar tool.
- If the conference is an in-state conference or an out-of-state conference, select the “Expected Travel End Date” from the calendar tool.

Presentation Information

Title of Presentation	<input type="text"/>
Presentation Department	<input type="text" value="Select"/>
Total Amount Requested	<input type="text"/>
Conference Type	<input checked="" type="radio"/> In-state conference <input type="radio"/> Out-of-state conference <input type="radio"/> Virtual or online only conference
Conference Name	<input type="text"/>
Conference Location	<input type="text"/>
Is this a capstone, senior thesis, or other degree culminating project	<input type="radio"/> Yes <input type="radio"/> No
Date of Presentation	<input type="text" value="Calendar icon"/>
Expected Travel End Date	<input type="text" value="Calendar icon"/>

4. Complete Detailed Travel Information

- This section will appear if the conference is an in-state conference or an out-of-state conference. Please note that travelers must comply with COVID-19 travel guidelines for [Winona State](#) and [Minnesota State Colleges and Universities](#). Travelers can contact the [Business Office Travel Director](#) for further assistance.
- Describe the “Method of Travel” in the appropriate box.
- Answer “Does the conference or presentation include overnight lodging?”
 - If “Yes,” provide details about “What type of lodging?” and “What protective measures will be taken for overnight lodging?”
- Provide details about “What ‘in-person’ protective measures will be in place during the conference?”

Detailed Travel Information

All travelers must comply with [Winona State](#) and [Minnesota State Colleges and Universities](#) COVID-19 travel guidelines and guidelines for working on campus in place during the project period. Before paying any registration fees or making any purchases, contact Business Office Travel Director. Your faculty sponsor and/or the Business Office Travel Director can help you complete a [Travel Request Form](#) or [Student Travel Reimbursement Form](#).

Method of travel

Does the conference or presentation include overnight lodging?

What type of lodging?

What protective measures will be taken for overnight lodging?

What "in-person" protective measures will be in place during the conference?

5. Complete Detailed Project Budget

- Enter quantity and price per unit of items for purchase in the provided budget categories (many items will be quantity = 1).
- Provide a brief explanation or description of each item.
- If you need more lines for project items, click “Add Another” to add a line below.
- “Total Project Costs” will auto-fill from the Presentation Information section. The “Amount Requested” must be less than/equal to “Total Project Costs.”
- If “Total Project Costs” are higher than “Amount Requested” and you are seeking funding from another source, please select “Yes” and provide details on those funds as prompted. This will not affect the decision of funding for this application.

Detailed Project Budget

- Provide a detailed project budget with explanations and/or justifications where needed. Complete using applicable categories or add “Other” as appropriate.
- **State of Minnesota maximums** covering expenses such as mileage, per diems, etc. must be followed
- Up-to-date information is available through the [WSU Business Office](#)

Budget	Qty	\$ / Unit	Total	Explanation
Ground Travel	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Air Fare	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Lodging	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Per Diem	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Registration Fees	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Presentation supplies	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Office, AV supplies	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Printing, copies	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Postage, shipping	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>

[Add Another](#)

Total Project Costs \$0.00

Amount Requested

Yes **No** Are you seeking or receiving funding for your project from a source other than this Undergraduate Student Research & Creative Presentations Travel Support Grant? (This will not affect the decision of funding for this application)

What is the source of funds?

What is the amount of funding you expect to receive?

When do you expect to receive funding?

6. Upload Presentation Confirmation & Complete Presentation Abstract

- Upload the written confirmation of acceptance of presentation from the conference sponsor. Please note: PDF format is preferred by G&SP and the Student Grants Review Committee.
- Type the abstract of the paper or presentation into the space provided. The abstract may be directly copied and pasted into the space provided as well.

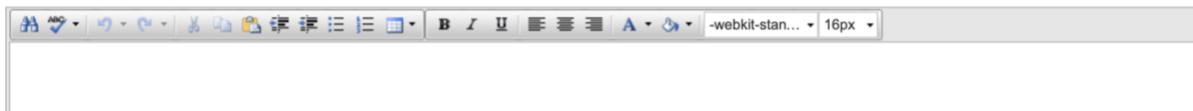
Presentation Confirmation

Please upload the written confirmation of acceptance of presentation from conference sponsor

 Upload Confirmation
(PDF format preferred)

Presentation Abstract

Abstract of paper or presentation to be presented



A rich text editor interface for entering the presentation abstract. The toolbar includes icons for undo, redo, bold, italic, underline, text color, and background color. The text area is currently empty.

7. Additional Information

- Enter any information that may be relevant to your proposal.
- Note that if the travel date is less than 30 days away or if credit hours are less than 60, an explanation must be provided in the space below.

^ Additional Information

Please provide any additional information that may be relevant. If travel date is less than 30 days away OR minimum credit hours are less than 60, you are required to provide an explanation.

Your earned credit hours appear to be less than 60, please provide an explanation.

Please provide any additional information here

8. Agreements, Submission, Note to Advisors

- Review the “Applicant Agreement” statements and click “I Agree” if you do.
- When finished with all required questions, click submit. Your application will then be routed as follows:
 - All co-applicants. All co-applicants will need to accept, verify their information, answer whether they have received a travel grant before, provide their graduation term, agree to terms, and submit the application.
 - If a co-applicant does not accept or has received a travel grant before, the application will be routed back to the initial applicant. The initial applicant will need to remove co-applicants who don’t qualify and then resubmit.
 - Once all co-applicants have completed their steps or if there are no co-applicants, the application will then be sent to your advisor, who will be able to upload an “Endorsement Letter” for you or your group. Your advisor will then click “I Agree” to statements pertaining to WSU policies.
 - If there is a portion of your application that is unclear or incomplete, your advisor or G&SP may request additional information. You will receive an email with a link to the WarriorSpace form and a new “Additional Information Request – Question” section will appear. You may then update the required sections as directed, input your “Student Answer” and re-submit the form by clicking on “Information Updated.”

^ Applicant Agreement

- I understand and will adhere to the policies and guidelines described in [Policy 3-25 and Procedure 3-25a](#).
- I agree to submit an electronic copy of the project end product(s) to this WarriorSpace form within 10 days of completion.
- I agree to follow [Winona State](#) and [Minnesota Colleges and Universities](#) COVID-19 travel guidelines and guidelines for working on campus in place during the project period.

I Agree

- **Advisors:** Please communicate with your advisee(s) if there are any problems with their application prior to their submission of the WarriorSpace form. Before they fill out the form, the student should discuss their presentation plans with you in detail, including their detailed presentation information, any travel plans, the budget, and presentation confirmation details. If something requires clarification or additional information once they submit the form, you can use the “Additional Information Request – Question” section of the form to request clarifications before you endorse their application by clicking “I Agree.”

9. Notification of Award and Cost Center Assignment

- The faculty advisor and student presenter(s) will receive notification of the Committee's decision within 10 days following submission of the application.
- If granted, the faculty advisor and the main student applicant will receive an award letter with information about following the WSU Business Office's guidelines for making purchases or traveling.
- Then the advisor and student will receive additional email notifications, such as the cost center number and reminders about submitting final report items.

10. Submission of Presentation or Paper End Product(s)

- The faculty advisor and student will receive reminders that the final report end products are due ten (10) days after the presentation date (if virtual) or ten (10) days after the Travel End Date (if in-state or out-of-state conference).
- At that time, or sooner, the student is expected to access the submitted WarriorSpace form, either through a reminder email link or by logging in to WarriorSpace (click on “My Submitted Forms” or “My Tasks”).
- The “Final Report” section must include at least one end product: Research Report, Presentation, Poster, and/or other document(s).
- Once you Submit the Final Report end product(s), it will be sent to G&SP and your advisor. A copy of the original abstract and end product(s) will also be forwarded to Krueger Library for archival purposes.

Final Report

Please upload a copy of the project end product(s) below: *(upload all that apply)*

 Upload Research Report

 Upload Presentation

 Upload Poster

 Upload Other

Note: A copy of the end product will be forwarded to Krueger Library for archival purposes.