Winona State University

WSU Grant Policy for Travel Support for Undergraduate Student Research and Creative Presentations

1. PURPOSE**:**

Winona State University encourages the presentation of faculty-sponsored student undergraduate research and creative projects at appropriate conferences. In support of this objective, the university will provide financial support through student grants to those students whose papers or projects have been chosen for presentation at a local, regional or national conference.

2. ELIGIBILITY:

a. All recipients of travel support funds must be full-time students who have completed a minimum of 60 semester hour credits at the time of application.
b. All applicants must have a faculty member who will sponsor the student(s) and ensure copies of the presentation or other suitable end product are submitted to the Office of Grants & Sponsored Research at the conclusion of the travel.

3. AWARD AMOUNT:

The total maximum a student presenter may receive for travel support for presenting during his/her academic career shall be $500. (There is a separate application process for research and creative projects which may involve non-conference travel as part of the research or creative project. (See WSU Regulation 3-22 research/creative project grants.) The total maximum a student may receive for such research and creative projects during his'her academic career at WSU shall be $600.) If two or more students will be co-presenting on a team project, the maximum total award for the team of all students participating in the co-presentation will be $1,000. A student may receive funding to travel to one conference for presenting and to participate in one research or creative project during his/her academic career.

4. APPLICATION PROCESS:

Each applicant should submit signed PDF copies of all components of the proposal electronically at least thirty days in advance of the conference starting date, to the Provost/Vice President for Academic Affairs via the Office of Grants & Sponsored Projects, which will review applications for required components and refer complete proposals to a review committee of academic deans. Travel funds may be used for appropriate conferences during the summer as well as during the academic year provided the student is enrolled at WSU for the subsequent fall term. An exception will be made for students who have graduated and will not enroll in the subsequent fall term provided that the graduate's

paper or project was chosen for presentation while they were enrolled at Winona State University, and funds were encumbered prior to his/her graduation.

The proposal should include:

a. the application form in Appendix A,
b. a student-authored or student team-authored abstract of the paper or project to be presented,
c. written confirmation from the conference sponsor(s) that the student's papers or project has been chosen for presentation,
d. the detailed travel budget in Appendix A (State of Minnesota maximums covering expenses must be followed), and
e. a letter of endorsement from a faculty member familiar with the student's project who will serve as the student's sponsor.

5. FINAL REPORTS:

Within ten (10) business days of the conclusion of the travel, the Office of Grants & Sponsored Projects must receive from the grantee a copy of the conference presentation in electronic format. Copies of the presentation will be forwarded to the library for archival purposes. It is part of the faculty sponsor's responsibilities to see that all final reports are submitted in a timely manner.

This WSU Regulation supersedes WSU Regulation 3-25, dated 3/25/09.

AUTHENTICATED BY:

Scott R. Olson
President

May 20, 2013
Date of Adoption

Authoritative References:
MnSCU Policy 1C.2, Fraudulent or Other Dishonest Acts
MnSCU Policy 5.19, Travel Management
MnSCU Procedure 5.19.3, Travel Management
WSU Regulation Number 2-2, Travel Request Procedures
President

Initial Date of Adoption:

Date of Revisions: 10/2/90, 11/13/96, 7/1/07, 3/25/09, 5/20/13

LIST OF ATTACHMENTS

Appendix A – WSU Grant Application: Travel Support for Undergraduate Student Research or Creative Presentations