FALL 2012 STUDENT ACADEMIC TRAVEL GRANT APPLICATION

Application Deadline: November 16, 2012
Award Notifications Begins: November 30, 2012
Please Direct Questions to Michael Jackson (562) 985-5213 Michael.Jackson@csulb.edu

The Office of Student Life and Development is proud to announce the Fall 2012 Student Academic Travel Grant. This grant was made possible for those students wishing to enhance their educational experience by attending academic conferences, workshops, seminars and/or lectures which:

- Enhances your educational experience here at CSULB.
- Supports growth in your academic discipline.
- Exposes you to current trends in your field of study.
- Gives you the opportunity to share your conference/travel experience with the CSULB campus community.

The Student Life and Development Travel Grant can be used to reimburse CSULB Students’ for conference, workshop, seminar and/or lecture related expenses such as conference registration fees, transportation, lodging, memberships if required to attend/present at a conference.

Eligible Travel
- Travel which enhances your educational experience, i.e., to conferences, workshops, seminars, lectures etc.
- Travel that supports growth in your academic discipline.
- Travel that exposes you to current trends in your field of study.
- Travel that is related to your major.
- Travel that allows for the presentation of a thesis, research paper etc.
- Travel that allows for senior presentations.
- Travel that allows you to present a poster.
- Travel that allows you to participate in a competition.

Ineligible Travel
- Travel for which its sole purpose is for you to just volunteer.
- Travel for which its sole purpose is for you to just attend.
- Travel listed on a class syllabus and/or required for a class assignment.
- Travel for which its sole purpose is for visiting other schools for potential enrollment.
- Travel for which its sole purpose is for attending a job fair.
- Travel for which its sole purpose is to study abroad.
- Travel for which its sole purpose is to either obtain and/or work an internship.
- Travel for which its sole purpose is for recreation and/or pleasure.
- Travel which involves you being compensated for services rendered.
- Class credit for travel.
- Having received a Student Life and Development Travel Grant during the same academic year.
- Travel listed on a U.S. Department of State Travel Warning: Centers for Disease Control, Prevention Travel Advisory, Embargo List and/or a World Health Organization listing of “Consideration to postpone all but essential travel” at least 10 days prior to the travel or visit. (http://travel.state.gov) Funding may be used for registration, transportation and lodging.
Eligibility Requirements
- Currently enrolled in the Fall 2012 semester as a matriculated CSULB student at time of application. Students enrolled through extension services are ineligible.
- Undergraduate students must be enrolled at time of application in 12 units and possess a minimum CUM GPA of 2.0 in all work accepted at CSULB during the semester they are traveling.
- Graduate students must be enrolled at time of application in 9 units and possess a minimum CUM GPA of 3.0.
- If the student does not have the required number of units, please provide a written explanation of why he/she is not enrolled in the required units. Your application may have to undergo additional evaluation which may include but not be limited to contacting your department.

Please Read before completing your application

Provide answers that are clear, concise and to the point. State a fact and follow it up with a few examples. Answers need not be very long. Avoid stating the same thing over and over again.

Was there a match between your studies here at CSULB and the conference you presented/competed at? Provide examples of what you learned and how it applies to your major.

Think about the ways this travel will impact you as a CSULB Student and the way you now feel about going to CSULB. Have your ideas about school changed? Do you see the value of your education as having increased? Are there areas of study you are now compelled to investigate?

Provide examples of how working professionals exhibited new products, services and technology that not only relates to your major but also possibly cause you to conduct some independent study of these new trends. You may also want to mention the names of dignitaries and/or companies that you came into contact with.

Once the conference, workshop, seminar and/or lecture is over, how will the CSULB campus community benefit? How do you intend to measure tangible outcomes to prove the projected benefit actually occurred?

If the committee cannot read your answers chances are your application will not be considered for an award. Take your time and write clearly. It is strongly suggested to use a blue or black ball point pen. Please avoid using pencil.

By having someone else read what you wrote they may discover facts and/or statements that need to be further developed. This will also prevent you from writing responses that are overly technical and difficult to read.

Provide a compelling reason(s) why you should be considered for an award. Provide evidence if possible.

Reviewing stacks of student academic travel grant applications is a difficult job. If you are short and to the point, and you’ve answered the key questions, your grant will be viewed as comprehensible and fundable. If you bog down the reviewer with too much detail they’ll have a hard time understanding your responses and may be less likely to award you.

The Award Process
Step 1. There are four questions that are read and scored by each committee member.
Step 2. All four scores are totaled.
Step 3. The total of all four scores are divided into the maximum score possible.
Step 4. The result of step four is then converted into a percentage.
Step 5. The applicant’s percentage is then used to determine their award. eg 95% x $400.00 = $380.00 Award
Step 6. The applicant with the highest percentage is also eligible to be awarded first in their category.
Submit the following if you presented, co-presented, did a poster presentation and/or participated in a competition.

A flyer that clearly advertises the conference. The organizers name and contact information must be visible.
Clearly mark this document as “CFP”

A letter of acceptance from the conference organizer. This must clearly show that you were invited to this conference to either present, co-present, do a poster presentation or compete. In the event this letter of acceptance is sent to a faculty member or another student please write that individuals contact information on this letter.
Please write “LOA” on these documents.

Abstract or a copy of the first few pages of your paper.
Please write “POP” on these documents.

If you presented a poster, we will need a photograph of the poster or a print-out of your poster. It is recommended to provide a photograph of you next to your poster at the conference.
Please Write “POP” on these documents.

If you were involved with a competition please submit documentation which clearly identifies how you competed. Hand drawn diagrams with explanations, photographs, conference organizer instructions all work well.
Please write “POC” on these documents.

Once notified of an award you will have until December 10th 2012 to submit original receipts for reimbursement. If original receipts are not submitted on time you will forfeit the award. NO EXCEPTIONS. You may be requested to provide additional information and/or additional documents/materials etc. in order to determine your eligibility and/or finalize the payment process. Please anticipate a three to four week processing period after you turn in your receipts before you receive your check.

Applications can be submitted to the office of Student Life and Development, University Student Union
Room 215

If mailing your application please send to:

California State University, Long Beach
Office of Student Life and Development
1212 North Bellflower Blvd.
University Student Union, Room 215
Long Beach, California 90815
Attn: M. Jackson
FALL 2012 STUDENT ACADEMIC TRAVEL GRANT APPLICATION
PLEASE PRINT NEATLY: USE ONLY BLACK OR BLUE INK

STUDENT INFORMATION

Name of Student Submitting Request

Student ID Number: ____________ ____________ ____________

Address

Telephone Number ( ) __________________ Email __________________ @

Circle One: Freshman  Sophomore  Junior  Senior  Graduate

Major/Concentration/Certificate

Minor

Current Unit Load __________________ Current Cum GPA __________________

If you do not meet the minimum unit requirement you must attach an explanation. No exceptions.

FINANCIAL INFORMATION

1. Registration Fees $ __________________
2. Memberships (If required to present/compete must attach proof) $ __________________
3. Poster making materials $ __________________
4. Air fare $ __________________
5. Taxi $ __________________
6. Mileage (Personal vehicles only—no fuel) $ __________________
7. Car Rental (Do not include mileage) $ __________________
8. Tolls $ __________________
9. Parking $ __________________
10. Train $ __________________
11. Bus $ __________________
12. Ship/ferry/boat $ __________________
13. Lodging $ __________________
14. Total line 1 thru line 13 $ __________________
15. Funding received from Associated Students $ __________________
16. Funding received from your Department $ __________________
17. Funding received from other sources (Family and Friends) $ __________________
18. Total lines 15, 16 and 17 $ __________________
19. Subtract line 18 from line 14
Amount requesting from SLD $ __________________
Memorandum of Understanding
Please read carefully and initial where indicated

____ Do not submit any receipts until told to do so.

____ In the event you are awarded a claim you are responsible for adhering to all deadlines.

____ Please make sure to include some form of advertisement for the conference you’ve attended. It can be a flier, brochure, program, email etc. This is necessary when submitting your travel claim form to our accounts payable department.

____ If awarded, you will be required to sign a travel claim. It is strongly suggested you make an appointment to turn in your receipts and to sign your claim. Drop-ins are ok but not advised.

____ In the event someone other than you, such as a spouse, parent, significant other, faculty, staff or student pays any part of your travel expense and you are attempting to use this claim to reimburse them you will be required to submit a signed statement. This statement must indicate they are agreeing to have you accept their reimbursement and that it will be your responsibility to repay them.

____ There is no guarantee that you will receive the maximum award possible.

____ If you fly please attach a copy of your itinerary.

____ If you drive please attach a copy of Google Maps driving directions which includes mileage driven starting from your home to the conference site and back.

____ By submitting this application you confirm that you have either presented, co-presented, competed or did a poster presentation.

____ All receipts must be original, in your name and show a zero balance. In the case where receipts were printed from an online vendor, you will be required to provide a supporting bank statement that clearly shows you incurred the expense.

____ Do not pay someone in cash if you are seeking reimbursement with this grant. You must pay your portion directly to the vendor and obtain a receipt/memo which supports this.

____ This grant is on a reimbursement basis only. Please secure alternate funding prior to traveling.

____ You are eligible to receive this grant once per academic year.

____ Please turn in this application AFTER you have completed your travel.

____ Eligible travel will have to have taken place between May, 1st, 2012 and November 16, 2012. Please remember to submit this application to the office of Student Life and Development after you have traveled and NOT before.
CONFERENCE INFORMATION

Name of Conference ________________________________________________________________

Conference Organizer _____________________________________________________________

Conference City/State ____________________________________________________________

Date and time you left home to travel _______________________________________________

Date and time you left conference to go home _________________________________________

Conference Date(s): ________________________________________________________________

Conference Website ______________________________________________________________

How did you learn of this conference? ______________________________________________

Who attended this conference with you? *(Indicate Below)*

<table>
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<th>Name</th>
<th>Faculty/staff or student?</th>
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<th>Email</th>
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Check what best describes what you did at this conference *(Circle only One)*

Present
Poster Presentation
Compete
Co-Present

Please provide a brief description how this conference related to your field of study.

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Please provide a brief description of what you did at this conference. If you presented please elaborate on how you conducted your presentation, i.e., panel discussion, classroom style lecture etc.

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
(Question 1)
Please explain how this student academic travel enhanced your educational experience here at CSULB. This has to do with those things that were co-curricular in nature. (Please Print Neatly)

(Question 2)
Please explain how this student academic travel supports growth in your academic discipline. This has to do with those things that relate directly to your field of study. (Please Print Neatly)

(Question 3)
Please explain how this student academic travel exposed you to current trends in your field of study. Provide several examples of what current trends you were exposed to. (Please Print Neatly)

(Question 4)
Please explain how this student academic travel will/has benefited CSULB and students. This has to do with how the CSULB community has or will benefit from the knowledge you obtained at this conference (Please Print Neatly)

If there is anything else you feel we should know please use the space below. (Please Print Neatly)