



Application for
**NEIU Foundation
Student Travel Award**

Eligibility and Instructions

NEIU Foundation Student Travel Award provides funding for approved major travel expenses* related to the **presentation** of original academic research/work at academic conferences. **Conference attendance alone does not qualify for an award.**

The maximum amount awardable is **\$600 for domestic travel**, and **\$1,000 for international travel** for current NEIU students only. **Alumni and students at-large are not eligible.**

Application approval and allocation of funding is the sole discretion of the Office of the Provost.

Funding for Student Travel Awards is limited, and the selection process is highly competitive. Students presenting shared research at the same conference may apply for a shared award and shared awards will be divided equally among applicants. Students are eligible for one travel award per academic/fiscal year.

The Office of Institutional Advancement/NEIU Foundation processes applications and payments. Applications are accepted quarterly based on travel date. Applications must be received by the application deadline in order to be considered. Late and/or incomplete applications will not be processed. Applications submitted directly to the Office of the Provost rather than the Office of Institutional Advancement/NEIU Foundation will not be processed.

<u>Presentation Travel Dates</u>	<u>Application Due on or Before</u>
August 1 – October 31	June 15
November 1 – January 31	September 15
February 1 – April 30	December 15
May 1 – July 31	March 15

*Major travel expenses include airfare, regional train travel, regional car travel (using State of Illinois mileage rate); hotel room; and conference registration fees. **Expenses that are NOT eligible** include (but are not limited to): local travel by train, car, rental car, taxi or bus; food, drink, and entertainment including conference activities, meals and excursions

I am: the only student author from NEIU presenting at this conference.

one of two or more student authors presenting together at this conference applying for a shared Student Travel Award.

If applying for a shared award, shared applicants must complete Appendix A of this application for each applicant.

(Please print legibly)

Primary Applicant Name _____

Address _____

City _____ State _____ Zip _____

Work Phone _____ Cell Phone _____

E-mail address _____

I am a(n) Undergraduate Student Graduate Student GPA _____

Major/course of study _____

Planned graduation date (i.e. Spring 2025) _____

Have you **applied** to receive a Student Travel Award in the past? Yes No

If yes, did you **receive** a Student Travel Award in the past? Yes No

If yes, please list the date(s) of award(s) received _____

I have **not** received a Student Travel Award **related to this paper/academic work** in the past.

I have **not** received a Student Travel Award this academic/fiscal year.

I have already paid my travel expenses and my receipts are attached.

*** (If you have not yet paid your travel expenses, see the Additional Documentation section.)

Award Application Certification and Signatures

I certify that all information provided on this application is complete and accurate to the best of my knowledge. I authorize the Office of Institutional Advancement to verify the information contained on this application and to release the information provided to individuals involved in the selection process. I understand that any false statements or untruths will result in forfeiture of the award should I be selected as a recipient. I understand that any false statements or untruths will result in my returning any/all NEIU Foundation Student Travel Award monies awarded to me. By signing this application, I agree to all of the terms herein.

I understand that (initial each):

_____ No personal travel is authorized related to this award;

_____ I am responsible for expenses in excess of the maximum of the award;

_____ Funds may only be used for my expenses, and not the expenses of others;

_____ I will submit to the Office of Institutional Advancement **within 30 days of the end date of my conference** either receipts in the amount of the full award granted; or the difference between my receipts and the amount of the award granted;

_____ I will reimburse the NEIU Foundation in full in the event that my travel is canceled, changed for any reason or if I do not present my work for any reason;

_____ I will reimburse the NEIU Foundation for any amount of funding for which I cannot provide a receipt or proof of payment; or for any charges that are not deemed to be major travel expenses as defined by this application;

_____ I understand that my failure to provide receipts in the allotted 30-day time period will automatically make me ineligible to apply for additional Student Travel Award funding and may also make me ineligible to receive other types of grants, awards or scholarships from the NEIU Foundation.

Signature: _____

Date: _____

Faculty Sponsor _____	Date _____
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Printed Name _____ Title/Dept _____

Additional Documentation

- i. ***Personal statement explaining the benefit of your attendance and presentation at the conference;**
- ii. ***Abstract or explanation of the original academic work you will present;**
- iii. ***Statement by your faculty sponsor endorsing your attendance;**
- iv. **A copy of your transcript (printed from NEIUport);**
- v. **Correspondence from the conference confirming that your submission has been accepted for presentation.**
- vi. **Receipts in the full amount of the travel award requested. (If you have not paid your expenses yet, you have 30 days from the end date of the conference to submit your receipts or refund the travel award.)**

*If applying for a shared award, applicants may submit a co-written personal statement approved by all applicants and referencing each applicant by name; faculty sponsor may write one endorsement referencing all applicants by name.

Contact Information

Completed applications are submitted electronically through a Google link shared in the promotion of the application.

For questions, please email neiufoundation@neiu.edu or call 773-442-4210

OFFICE OF INSTITUTIONAL ADVANCEMENT USE ONLY:

Provost approval signature: _____

Date: _____

VP for Institutional Advancement approval signature: _____

Date: _____

Appendix A – Shared Application

This form should be completed ONLY if there are multiple students presenting together, one for EACH additional presenter and attached to the primary applicant's application.

(Please print legibly)

Primary Applicant

Name _____

Co-presenting Applicant

Name _____

Address _____

City _____ State _____ Zip _____

Work Phone _____ Cell Phone _____

E-mail address _____

I am a(n) Undergraduate Student Graduate Student

GPA _____

Major/course of study _____

Planned graduation date (i.e. Spring 2015) _____

I have applied to receive a Student Travel Award in the past Yes No

If yes: I have received a Student Travel Award in the past Yes No

If yes: Date(s) of award(s)
received _____

I have **not** received a Student Travel Award **related to this paper/academic work** in the past.

I have **not** received a Student Travel Award this academic/fiscal year.

I have already paid my travel expenses and my receipts are attached. (If you have not yet paid your travel expenses, see Additional Documentation section.)

I certify that all information provided on this application is complete and accurate to the best of my knowledge. I authorize the NEIU Foundation to verify the information contained on this application and to release the information provided to individuals involved in the selection process. I understand that any false statements or untruths will result in my forfeiture of the award should I be selected as a recipient. I understand that any false statements or untruths will result in my returning any/all NEIU Foundation Student Travel Award monies awarded to me. By signing this application, I agree to all of the terms herein.

I understand that (initial each):

_____ No personal travel is authorized related to this award;

_____ I am responsible for expenses in excess of the maximum of the award;

_____ Funds can only be used for my expenses, and not the expenses of others;

_____ I will submit to the Office of Institutional Advancement **within 30 days of the end date of my conference** either receipts in the amount of the full award granted; or the difference between my receipts and the amount of the award granted;

_____ I will reimburse the NEIU Foundation in full in the event that my travel is cancelled or changed for any reason or

if I do not present my work for any reason;

_____ **I will reimburse the NEIU Foundation for any amount of funding for which I cannot provide a receipt or proof of payment; or for any charges that are not deemed to be major travel expenses as defined by this application;**

_____ I understand that my failure to provide receipts in the allotted 30-day time period will automatically make me ineligible to apply for additional Student Travel Award funding and may also make me ineligible to receive other types of grants, awards or scholarships from the NEIU Foundation.

Signature _____

Date _____

Attachments Required

- i. **A copy of your transcript (printed from NEIUport);**
- ii. **Correspondence from the conference confirming that your shared submission has been accepted for presentation;**
- iii. **Receipts in the full amount of the travel award requested. (If you have not paid your expenses yet, you have 30 days from the end date of the conference to submit your receipts or refund the travel award.)**