

## **Guidelines for AAUP Student Academic Travel Grant**

The AAUP Student Academic Travel Grant supports Regis College students who are either presenting at or attending professional conferences related to their education, or to students accompanying Regis faculty members on research trips. \$500 is available each academic year and may be awarded entirely to one student or divided among multiple applicants.

### Application process:

Grants will be disbursed on February 15<sup>th</sup> of each year. Applications are due by January 31<sup>st</sup>. Students must be nominated by a chapter member to be considered for a grant.

Each application must include:

- a cover letter describing the purpose of travel, and
  - for students presenting at a conference, an abstract of their research or creative activities; or
  - for students attending a conference, but not presenting, a detailed explanation of anticipated learning outcomes associated with conference attendance; or
  - for students traveling with Regis faculty to conduct research or engage in creative activities, an abstract of the project
- a nomination letter from a chapter member
- a detailed travel budget, including other anticipated sources of funding
- a proposed itinerary

Students whose projects are eligible for SPARC funding must apply for SPARC funds before applying for the AAUP Travel Grant. The status of the student's SPARC application must be noted in their AAUP Travel Grant application.

A subcommittee composed of three AAUP chapter members appointed by the AAUP Executive Committee will review applications. Disbursement recommendations shall be made by the subcommittee to the Executive committee, who will make the final decision.

### Grant recipient responsibilities:

Students who receive a travel grant must provide proof of travel (receipts, itinerary, etc.) and are required to make a presentation on their trip. For those receiving grants to present research, these presentations may be part of the SPARC research symposium. If no presentation is being made as part of SPARC, or for those receiving grants to attend conferences or conduct research, these presentations shall take the form of a report at a Chapter meeting.