



**STUDENT RESEARCH/CREATIVE ACTIVITY  
& TRAVEL SUPPORT  
2019-2020**

*Mission of the College of Fine Arts*

The College of Fine Arts declares that the arts are **essential** to the life of the individual and the community. We express our commitment to the arts through our dedication to teaching, scholarly research/creative activity, experimentation, performance, and exhibition.

*Student Research/Creative Activity and Travel Program (SRT)*

In keeping with the mission of the College of Fine Arts, limited funding is now available to encourage quality student research/creative activity and appropriate travel as they embark on their professional careers.

**AVAILABLE SUPPORT:**

1. Funds to facilitate an invited presentation at a professional conference.
2. Funds to facilitate any aspect of the research for, writing of, and completion of a new scholarly or creative project (typically graduate students, but not exclusive of undergraduate research).
3. Funds to attend a professional conference during the final year of a student's degree program.
4. Funds to help underwrite study abroad experiences.

**ELIGIBILITY**

- Students who have been formally invited to a conference.
- Students who have a research/creative project that merits financial support.
- Students who wish to attend a professional conference without an invited presentation. Degree must be completed within 12 months of the use of funds.
- Students who are registered to participate in a college credit earning study abroad experience.

**DUE DATE**

- Rolling throughout the year, but a minimum of six weeks before the funds are to be used

**AMOUNT** – All amount levels represent individual student support.

- Invited presentations: Up to \$500.00

- Research/creative projects: Up to \$300.00
- Professional conference travel: Up to \$150
- Study abroad travel: Up to \$150

GROUP TRAVEL – Large group travel requests should be made by a sponsoring faculty member through direct application to the Dean. Funding for group travel will be determined on a case by case basis. Please include: purpose of the trip, benefit to students, number of students, estimate of total cost, and cost per student.

## POLICIES AND PROCEDURES

SRT funds are designated for the support of student scholarship and learning. Funding can assist with the cost of transportation, lodging, conference registration, and research/creative activity related expenses.

Funds do not cover the cost of meal *per diems*.

Applications may be submitted at any time during the year, but they should be received by the Associate Dean at least six weeks before the date when the funds are to be used.

- Retroactive applications of any kind will not be considered.  
SRT applications must be submitted to the Associate Dean along with the signature of a supporting faculty member (for Graduate Student's the signature will typically be that of the academic advisor.)
- Scholarship/Travel applications will be reviewed by the Associate Dean and submitted to the Dean for final approval.

## FORMAT OF APPLICATION:

1. **Cover sheet** ([below](#))
2. **Conference Invitation:** if appropriate
3. **\*Purpose of Travel:** Discuss the contribution of this travel to the development of your education. (Do not exceed 2 pages)

**OR**

**\*Purpose of Research/Creative Activity:** Short description of the project that includes:

- a. a clear and concise statement of the research problem or description of the creative project;
- b. the significance to the field of the problem addressed or projects undertaken;
- c. a statement on methodology and/or critical/creative approach;
- d. the experience the applicant brings to the project, including any work already completed;
- e. a timeline for completing the project and publishing the results;
- f. a listing of any previous or currently available funding (internal or external) for the project

(Do not exceed 3 pages)

4. **Budget:** Itemize the total amount into relevant categories, e.g., transportation, hotel, conference registration, etc. (Note: Meal per diems are not an allowable expense under this grant.)
5. Curriculum vitae (no more than 2 pages)

*\*Please spell out all acronyms for conferences and professional organizations in your materials.*

## Student Research/Creative Activity and Travel Program Cover Letter

Name: \_\_\_\_\_ Circle One: Graduate Undergraduate

Department/School: \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Date Submitted to Associate Dean (Must be at least six weeks before departure): \_\_\_\_\_

Dates of Travel (*if applicable*): \_\_\_\_\_

Total amount requested: \$ \_\_\_\_\_

- Invited Presentations: Up to \$500.00
- Research/creative projects: Up to \$300.00
- Professional conference travel: Up to \$150 (Degree must be completed within 12 months of the use of funds.)
- Study abroad support: Up to \$150

Date and amount of last request (if applicable): \_\_\_\_\_

Signature of endorsement by supporting faculty member: \_\_\_\_\_

If any additional funding has been received in support of this endeavor please indicate the commitment of other funds: \$ \_\_\_\_\_

**Reminder:**

All applications for must be submitted through the supporting faculty member to the Associate Dean. For consideration, be sure to submit all documents as stated in the [Application Format](#) above.