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**Student Conference Travel Award**

**Eligibility**

* Must be a current student in good academic standing in the School of Exercise and Nutritional Sciences (ENS) at the time of travel.
* Students must be a presenter on a poster or oral presentation at an international, national, or regional conference/symposia sponsored by a professional society or association. Students who are the primary presenter (i.e., first author) will be given priority for travel awards.
* The student must complete travel within the academic year of the award and prior to graduating from SDSU.

**Awards**

* For FY23/24, $2,500 is available.
* Students may request up to $250 in funds for conference travel, which could include transportation (e.g., economy airfare, rental car, etc.), hotel accommodations, food, and conference registration fees.

**Guidelines**

* Applications should be submitted at least 45 days prior to travel.
* Applicants must complete a T2 travel form at least 30 days prior to travel. Wendy Sandoval can assist with the completion of the form.
* A student can only be awarded up to $250 per fiscal year (July 1 – June 30).
* Applicants must indicate whether they are receiving additional travel support from any other source(s).
* The student’s faculty mentor must sign the application and provide oversight of the student’s travel process.

**How to Apply**

* Complete the application on the following pages. Additionally, the application must include copies of the abstract of the presentation, acceptance of the abstract (email notification of acceptance is fine), and the conference program/brochure.
* Travel support may be tentatively approved for abstracts in which acceptance is still pending; however, these funds will only be released for reimbursement upon the receipt of an acceptance notification.
* Please submit the application and supporting documents as PDF documents in ONE email to Matthew Mahar (mmahar@sdsu.edu) with the following the subject line: ENS Student Travel Award.
* Applications will be reviewed by Dr. Matthew T. Mahar, Director, School of ENS.

**ENS Student Conference Travel Award Application**

Name:

RedID:

Expected Graduation Date:

Email:

Phone Number:

Major (include emphasis area if appropriate):

Student Level: [ ] Undergraduate [ ] Master’s [ ] Doctoral

Faculty Mentor’s Name:

Name of Conference or Meeting:

Location of Conference or Meeting:

Date(s) of Conference or Meeting:

Presentation Title:

Brief Description of Presentation:

|  |  |
| --- | --- |
| **Budget Item** | **Total for Each Category** |
| Conference/Meeting Registration | $      |
| Lodging/Hotel | $      |
| Economy Airfare | $      |
| Ground Transportation[ ] Rental Car ($     ) & Gas ($     )[ ] Other Ground Transportation ($     )[ ] Personal Vehicle (      miles x 0.67/mile) | $      |
| Food (per diem) ($55/Day x       Days) | $      |
| Other (Please Specify):       | $      |
| Total Requested Amount of Funding ($250 max.) | $      |

If you are receiving additional funds for travel from another source, please indicate the amount and type below:

[ ] $      Associated Students Funding

[ ] $      Student Success Fee Funding

[ ] $      Grant Funding

[ ] $      College of Health and Human Services Student Conference Travel Funding

Other (Please Specify):

Total amount of other funding: $

**Please initial each of the following statements indicating you understand the specific requirements of this travel award**:

\_\_\_\_\_ I understand total funding received from all sources may not exceed my total expenses for travel.

\_\_\_\_\_ I certify I will be enrolled as an SDSU student in good standing at the time of travel.

\_\_\_\_\_ I understand original receipts or invoices are required for reimbursement.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Please initial each of the following statements indicating you have enclosed the following items with your application**:

\_\_\_\_\_ Accepted abstract

\_\_\_\_\_ Documentation of abstract acceptance to the conference (e.g., official letter or email acceptance)

\_\_\_\_\_ Conference program or brochure (or list website where program can be found)

\_\_\_\_\_ Completed application, including budget section and signatures

**Faculty Mentor Confirmation**:

Isupport the above-mentioned research and student travel. The student has worked closely with me on this project.

Faculty Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_