

**COLLEGE OF ARTS, SCIENCES, AND EDUCATION  
FERRIS STATE UNIVERSITY**

**STUDENT TRAVEL GRANT  
APPLICATION INSTRUCTIONS**

The purpose of the Student Travel Grant (STG) is to provide funds to support students within the College of Arts, Sciences, and Education (CASE) wishing to travel to professional events, such as conferences or individual department-sponsored field trips. All student travel grants need to be applied and supported through a faculty mentor or faculty mentors.

**I. ELIGIBLE APPLICANTS**

Anyone enrolled as an undergraduate or graduate student in the College of Arts, Sciences and Education at Ferris State University may apply, provided they have the support of a CASE faculty member who endorses the travel. Enrollment in the College of Arts, Sciences and Education includes majors (both primary and secondary) and declared minors. Faculty member support can be expressed for groups of students, such as class-related trips. Students may receive a maximum of one STG per academic year, and no more than three students may apply for an STG if they are from the same group or class supported by a single faculty mentor.

**II. ELIGIBLE ACTIVITIES**

Funds may be used only for travel to CASE faculty-endorsed events, such as travel to meetings/performances/shows related to the student's major/minor.

**III. AMOUNTS AWARDED**

Each student may be awarded up to \$750 per event per year or \$750 per group or per class. Each faculty should not endorse more than three student applicants in a given academic year. The CASE Special Grants Committee may approve partial funding, depending on assessment of the proposal and the availability of funds.

The faculty sponsor who will accompany the student(s) to the event may request up to \$1,000 to cover part or all of his or her travel expenses.

**IV. SUBMISSION PROCESS**

The application form for the STG is available online via the CASE Dean's office home page. Completed applications should include the following components:

- Completed application form, including:
  - A brief description of purpose of the travel (1-2 sentences on the general goals of travel).
  - A timeline with travel dates.
  - A budget with expenses itemized.
  - Signature of support from department head/chair.

- A statement (no more than one page) written by the student
- A statement written by a faculty member detailing the goals and objectives of the travel and explaining how the travel will help the student(s) reach educational and/or career goals.

The completed application should be submitted via email by the sponsoring faculty member to the CASE Dean's Administrative Assistant for distribution to the CASE Special Grants Committee.

## **V. APPROVAL PROCESS**

Applications will be reviewed by the CASE Special Grants Committee at least once a semester. Applications submitted by 11:59 p.m. on the fourth Monday of October and fourth Monday of February will be evaluated, and the committee will notify applicants of the committee's decision within 14 days of the application deadline. An optional call for applications may be made in late spring if additional funds are available.

Applications for the STG will be assessed according to the following criteria:

- The goals and objectives for travel are clearly described, the trip is cost-effective.
- The conference, event, or activity is appropriate and feasible.
- The faculty mentor supports the travel and has an appropriate background for supervising the project.
- Priority will be given to students in good standing with the university.

Once approved, funds will be immediately available for the approved activity.

## **VI. REPORTING**

Each student or group grant recipient is required to submit a one-page report regarding the travel, including a description of the educational/career-related outcomes, within 30 days of the conclusion of the approved travel. The sponsoring faculty member should review and approve the report and then forward it to the Administrative Representative on the CASE Special Grants Committee for distribution to the Committee.

If an assessment report is not submitted, all funds will be frozen until a report is received and approved. If funding has already been dispersed, the submitter will be ineligible for future CASE Student Travel Grants until a report is received and approved.