

**COLLEGE OF ARTS & SCIENCES
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 (CAS) wishing to travel to professional events, such as conferences and department and/or Arts & Sciences RSO-sponsored field trips.

I. ELIGIBLE APPLICANTS

Anyone enrolled as an undergraduate student in the College of Arts & Sciences at Ferris State University may apply, provided they have the support of a CAS faculty member who endorses the travel. Enrollment in the College of Arts & Sciences includes majors (both primary and secondary) and declared minors. Faculty member support can be expressed for groups of students, such as RSOs and/or class-related trips. Students may receive a maximum of one STG per academic year.

II. ELIGIBLE ACTIVITIES

Funds may be used only for travel to CAS-sponsored events, CAS RSO-sponsored events, and/or travel to meetings/performances/shows related to the student's major/minor. *Although the grant may be requested for a class or RSO, only CAS students may receive funding.*

III. AMOUNTS AWARDED

Students may be awarded up to \$400 per year. If participation includes more than attendance (e.g., providing a presentation, performance, etc.), students may be awarded up to \$600. Group/RSO/class-related awards are limited to \$1,250. (No more than three students may apply for an STG on an individual basis if they are from the same group/RSO/class.) Students awarded Student Research Grants (SRG) may only apply STG funds to the same project if less than \$500 of the SRG is allocated to travel.

The Committee may approve partial funding, depending on assessment of the proposal and the availability of funds.

IV. SUBMISSION PROCESS

The application for the STG should include the following components:

- A statement (no more than one page) written by the student, group, or faculty member (if the request is for a class-related field trip) 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 signature of a supporting faculty member:
 - Course instructors must sign if the travel is for their course, unless they have submitted the application on behalf of the students. In such cases, support is implied.
 - RSO advisors must sign for RSO-sponsored travel.
 - For individual student applications, the supporting signature should be provided by the student's program coordinator, the student's advisor, or the professor working with the student as part of an independent study and/or other directed research/creative project.

V. APPROVAL PROCESS

Applications will be accepted at any time; however, the Committee will review applications once per month, September through November and January through April.

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 Arts & Sciences Special Grants Committee.