

Kent State University Tuscarawas

Announces Opportunities for Funding Student Travel during the 2017-2018 Academic Year

Purpose: The purpose of the Kent State University Tuscarawas Student Travel Fund is to allow students to expand their learning experience beyond the classroom via off campus academic activities including, but not limited to field trips, travel to museums, and travel to historic sites.

Note: This funding opportunity is not intended to support student research/creative activity conferences for the purpose of presenting.

Eligibility and Scope: All current students at Kent State University Tuscarawas are eligible. A Faculty member of the Tuscarawas Campus must coordinate the trip. Requests must be submitted directly to the Chair of the Student Affairs Committee by a faculty member for a group of students or for a single student. Upon completion of the review of all applications by the Student Affairs Committee, an approval or denial decision will be sent to the applicant. Each year, two sessions will take place, one session during the Fall semester and a second session during the Spring semester.

Deadline:

- Fall session: October 27, 2017 at 5:00pm, for trips taking place during the Fall semester of academic year 2017-2018.
- Spring session: February 16, 2018 at 5:00pm, for trips taking place during the Spring or Summer semester of academic year 2017-2018

Process and Procedures:

- Trips must be coordinated by a Kent State University Tuscarawas Faculty member.
- Trips must be coordinated with the Business Office before any travel arrangements have been made to ensure that University policies are met and liabilities are minimal.
 - This includes vehicle rental, air transportation, meal per diems, registrations, hotels, etc.
- The absence authorization/expenditure estimate must be submitted with the student travel fund form.
- Hold harmless forms must be filled out by the faculty member for any travel. The url for the hold harmless form is: <http://www.kent.edu/universitycounsel/hold-harmless.cfm>
- Trip proposals must be submitted electronically in .pdf format, to the Committee Chair, Dr. Ashley Galati at argalati@kent.edu by **October 27, 2017 and February 16, 2018, respectively. Proposals must include all of the information requested on the attached application form.** Incomplete proposals or proposals submitted after the deadline may be rejected.

- Applicants will be notified of the status of their requests by **November 3, 2017 and February 23, 2018, respectively**. Typically, funds will be available after approval is given.
- Funds are up to \$800 per application. This maximum amount is not guaranteed, but contingent on the number of funding requests received and in appropriate increments as determined by the Committee. Additionally, funds allocated will depend on the number of students involved in the trip and the travel distance.
- Students will present the information learned during a trip at the annual Kent State University Tuscarawas Student Colloquium on Research, Scholarship, and Creative Activity or through an individual poster display. Individual poster displays will be coordinated through the Chair of the Student Affairs Committee.

Timeline:

Fall 2017

October 27, 2017 at 5:00pm	Final date to submit funding requests for Student Travel
November 3, 2017 at 5:00pm	Faculty & students notified of decisions

Spring and Summer 2018

February 16, 2018 at 5:00pm	Final date to submit funding requests for Student Travel
February 23, 2018 at 5:00pm	Faculty & students notified of decisions

For Presenting Findings/Sharing Newly Learned Information

April 16, 2018 7:00pm	Kent State University Tuscarawas Student Colloquium on Research, Scholarship, and Creative Activity
TBA	Individual posters to be displayed on the Tuscarawas Campus (coordinated with the Committee Chair)

**Kent State University Tuscarawas
Student Travel Fund Form**

Please neatly print the following information:

*Full Name: _____

Address: _____

E-mail: _____ Phone: _____

Course name and number: _____

Course Instructor: _____

(*): For a group of students, the Instructor is required to provide a list of all students participating on the trip.

Location: _____

Mode of travel: _____

Date of the trip: _____

Amount requested: \$_____

On separate sheets of paper, please type a description of the trip in no less than twelve-point font. Use double spacing with at least one-inch margins on all sides. Please restrict your proposal to no more than five pages; use appendices if necessary. **ENSURE THAT YOU FOLLOW THE GUIDELINES BELOW:**

1. **Reason(s) for trip:** in no more than 150 words, explain the general purpose of the trip.
2. **Trip Description:** in no more than 250 words, explain what event(s) the participants will be engaged in and how this experience will further the learning of participants beyond the classroom.
3. **Budget:** On a separate document, include a detailed budget for this trip including information about lodging, food, travel arrangements, etc.

Use this page as the cover sheet for your travel proposal after obtaining your faculty mentor's signature.

Student Signature

Date

Faculty Signature

Date

**Please submit completed proposals to Dr. Ashley Galati, Chair,
Student Affairs Committee, by October 27, 2017 and February 16, 2018 at 5:00pm.**

Date received by Student Affairs Committee Chair: _____

Student Affairs Committee Members: Bill Auld; Jie Chen; Roshinee Costa; Kathy Davis Patterson; Wensheng Kang; M. Karen Powers; Chitra Rajagopal