

Kent State University Tuscarawas

Announces Opportunities for Funding Student Conference Presentations of Research/Creative Activity during the 2017-2018 Academic Year

Purposes: The purposes of the Kent State University Tuscarawas Student Research/Creative Activity Conference Fund are to:

- allow students who have performed original research or carried out a creative activity under the supervision of a full-time Faculty member to present their achievement at a conference or convention in a relevant field
- provide to students the chance to interact and to share their findings with others from peer institutions
- enable KSU Tuscarawas to exhibit student research and creative activity achievements to peer institutions
- expand the vision and perspective of your field

Eligibility and Scope: All current students at Kent State University Tuscarawas considering conference funds must have a GPA greater than or equals to 3.0 and must have their major or undeclared major at KSU Tuscarawas. The research or creative activity must be performed under the supervision of a full-time Faculty member of the Tuscarawas Campus. Applications must be submitted directly to the Chair of the Student Affairs Committee. Upon completion of the review of all applications by the Student Affairs Committee, an approval or denial decision will be sent to students and their faculty mentors. Each year, one session will take place during the Fall semester for conferences taking place the Spring and Summer of that academic year. A special session may be held in the Spring semester for conferences taking place during the Fall semester of the following academic year.

Note: Faculty mentors are not eligible for this fund. Faculty needing assistance for funding a research conference must use their professional development fund and/or submit a request to the KSU University Research Council.

Deadline:

- Funding requests for conferences taking place during Spring /Summer 2018 semesters are due on November 10, 2017. Funding requests for conferences taking place during the Fall 2018 semester are due on April 13, 2018.

Process and Procedures:

- Research or Creative Activity achievement to be presented at the conference must be supervised by a Kent State University Tuscarawas full-time Faculty member.
- Research proposals must be submitted electronically in .pdf format, to the Committee Chair, Dr. Ashley Galati at argalati@kent.edu by **November 10, 2017 at 5:00pm** and **April 13, 2018 at 5:00pm**. Applications must include all of the information requested on the attached application form. Incomplete proposals may be rejected.

- Students and Faculty mentors will be notified of the status of their application by **November 17, 2017** and **April 20, 2018**. Typically, funds will be available after approval is given.
- Funds are up to \$1,000 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.
- Students will display posters of their work during the academic year, in addition to having the option of presenting their poster during the Kent State University Tuscarawas Student Colloquium on Research, Scholarship, and Creative Activity.
- 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 research/creative activity conference 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>

Timeline:

Spring and Summer 2018:

November 10, 2017 5:00pm	Deadline for submitting funding requests for Spring and Summer Conferences.
November 17, 2017	Students and mentors notified of decisions and need for possible revisions
December 1, 2017	Deadline for submitting revisions

Fall 2018:

April 13, 2018 5:00pm	Deadline for submitting funding requests for Fall conferences
April 20, 2018	Students and mentors notified of decisions and need for possible revisions
May 4, 2018	Deadline for submitting revisions

For Presenting Findings/Sharing Newly Learned Information:

April 16, 2018

Kent State University Tuscarawas Student Colloquium on Research, Scholarship, and Creative Activity; presentation or poster

TBD

Individual posters to be displayed on the Tuscarawas Campus (coordinated with the Committee Chair)

Kent State University Tuscarawas
Student Research/Creative Activity Conference Fund Form

Please neatly print the following information:

Full Name: _____

Address: _____

E-mail: _____ Phone: _____

Major: _____ GPA: _____

Faculty Mentor: _____

Poster or Presentation title:

Conference title: _____

Date of the Conference: _____

On separate sheets of paper, please type your abstract in no less than twelve-point font. Use double spacing with at least one-inch margins on all sides. Please restrict your abstract to no more than 250 words.

ENSURE THAT YOUR ABSTRACT FOLLOWS THESE GUIDELINES (*no more than 250 words*):

1. **Introduction:** *Include an introduction to your research/creative activity achieved.*
2. **Area covered:** *include a brief summary of results obtained.*
3. **Conclusion:** *include the impact your result has or may have on your field of expertise.*

Additionally, you must include a budget for your conference travel. Please create a separate document for the budget, and include the following information:

1. Registration fees
2. Accommodation for the entire stay
3. Food
4. Airfare/Car rental
5. Poster printing

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

Student Signature

Date

Faculty Mentor Signature

Date

Please submit completed proposals to Dr. Ashley Galati, Chair, Student Affairs Committee, by November 10, 2017 and April 13, 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