

Student Conference Presenter Application

Kent State University Tuscarawas Announces Funding Opportunities for Student Conference Presentations of Research/Creative Activity during the 2018-2019 Academic Year

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

- allow students who have performed 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
- enable KSU Tuscarawas to exhibit student research and creative activity achievements
- expand the vision/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 equal to 3.0 and must have their major (undeclared major acceptable) at KSU Tuscarawas. The research or creative activity must be performed under the supervision of a full-time Faculty member of the Tuscarawas Campus. An approval or denial decision will be sent to students and their faculty mentors after review of applications by the Student Affairs Committee. Each year there will be two deadlines funding students who are traveling to conferences for the purpose of presenting their projects. The fall deadline will fund conference travel occurring during the fall of the current academic year, while the spring deadline will be used to fund conferences occurring during the spring and summer of the current academic year.

Note: Faculty mentors are not eligible for this fund. Faculty needing funding assistance for conferences should use their professional development fund, the supplemental travel money available at KSUT, and/or submit a request to the KSU University Research Council.

Deadline:

- Funding requests for conferences taking place during the Fall 2018 semester are due on November 9, 2018. Funding requests for conferences taking place during the Spring or Summer 2019 semesters are due on April 12, 2019.

Process and Procedures:

- Research or Creative Activity work/project to be presented at the conference must be supervised by a Kent State University Tuscarawas full-time Faculty member.
- Proposals must be submitted to the Committee Chair, Dr. Ashley Galati, by **November 9, 2018 at 5:00pm** and **April 12, 2019 at 5:00pm, respectively**. Proposals may be submitted to Dr. Galati electronically, in .pdf or MS Word format, at argalati@kent.edu, or in hard-copy, room B-126, Founders Hall. **Proposals 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 16, 2018** and **April 19, 2019**.
- Travel arrangements must be made with the Business Office (ideally) before the trip to ensure that University policies are met and liabilities are minimized. Please contact Waliah Poto at wpoto@kent.edu or call 330-308-7403.
 - This includes vehicle rental, air transportation, meals, registrations, hotels, etc.
 - Please save all receipts from your travels.
- The absence authorization/expenditure estimate must be submitted with the student research/creative activity conference fund form. Electronic forms are available through the Business Office (please contact Waliah Poto at wpoto@kent.edu).
- Hold harmless forms must be filled out by the faculty member for any travel. The hold harmless form is online at <https://www.kent.edu/generalcounsel/hold-harmless-data-form>
- 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. Additionally, funds allocated may depend on the number of students involved in the conference and the travel distance.
- 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.

Timeline:

Fall 2018:

- | | |
|------------------------------------|--|
| November 9, 2018
5:00pm | Deadline for submitting funding requests for conferences |
| November 16, 2018 | Students and mentors notified of decisions and need for possible revisions |
| November 30, 2018 | Deadline for submitting revisions |

Spring and Summer 2019:

- | | |
|----------------------------------|--|
| April 12, 2019
5:00pm | Deadline for submitting funding requests for conferences |
| April 19, 2019 | Students and mentors notified of decisions and need for possible revisions |
| May 3, 2019 | Deadline for submitting revisions |

For Presenting Findings/Sharing Newly Learned Information:

- | | |
|-----------------------|---|
| April 15, 2019 | 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 Presenter 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 the research/creative activity achieved.*
- 2. Area covered:** *include a brief summary of outcomes.*
- 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 (keep receipts)
4. Airfare/Car rental
5. Poster printing (free at Maker's Space in ALC, KSU Tuscarawas)

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 9, 2018 and April 12, 2019, at 5:00pm.

Date received by Student Affairs Committee Chair: _____

Student Affairs Committee Members: William Auld; Tony Dallacheisa; Wensheng Kang; Dhruva Panthi; Roshinee Perera; Chitra Rajagopal; Joe Vanfossen; Kyle Winkler