Kent State University at Tuscarawas
Application for Student Research/Creative Activity Conference Fund

**Purposes:** The purposes of the Kent State University at Tuscarawas Student Research Conference Fund are to
- allow students who have performed an original research or carried out a creative activity under the supervision of a full-time Faculty member to present their achievement at a research conference
- provide to outstanding students the chance to interact and to share their findings with other students from peer institutions
- enable KSU at 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 Kent State University at Tuscarawas students 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.

NB: 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 the Spring and Summer semesters are due on November 14th, 2014. Funding requests for conferences taking place during the Fall semester are due on April 17th, 2015.

**Process and Procedures:**
- Research or Creative activity achievement to be presented at the conference must be student generated and supervised by a Kent State University at Tuscarawas full-time Faculty member.

- Research proposals must be submitted electronically only in .pdf format, to the Committee Chair, Dr. Adrian Jones at amjones4@kent.edu by November 14, 2014 at noon and April 17, 2015 at noon. 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 21, 2013 and April 24, 2015. 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.
• The poster will be presented or the oral presentation given during the annual Student Research Colloquium.

• 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:**

**For Spring and Summer 2015:**

**November 14, 2014 at noon**  Deadline for submitting funding requests for Spring and Summer Conferences.

**November 21, 2014**  Students and mentors notified of decisions and need for possible revisions

**December 5, 2014**  Deadline for submitting revisions

**For Fall 2015:**

**April 17, 2015**  Deadline for submitting funding requests for Fall conferences.

**April 24, 2015**  Students and mentors notified of decisions and need for possible revisions

**May 01, 2015**  Deadline for submitting revisions

**For Presenting Findings/Sharing Newly Learned Information:**

**April 13, 2015**  Student Research/Creative Activity Colloquium at Kent State University at Tuscarawas (when appropriate)

**TBD.**  Individual Brown Bag presentation (please contact xxx to make arrangements).
Kent State University at Tuscarawas
Student Research/Creative Activity Conference Fund Form

Please type the following information:

Full Name: ____________________________________________________________________________________________
Address: ____________________________________________________________________________________________
E-mail: ___________________________________________ Phone: ______________________________
Major: ___________________________________________ GPA: __________________
Faculty Mentor: ________________________________________________________________________________________

Poster or Presentation title: ______________________________________________________________________________
Conference title: ________________________________________________________________________________________
Date of the Conference: _________________________________________________________________________________

Abstract (no more than 250 words):

ENSURE THAT YOUR ABSTRACT FOLLOWS THE GUIDELINES BELOW:
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.
4. **Budget:** On a separate document, include the budget. The budget must contain the following items:
   a. Registration fees
   b. Accommodation for the entire stay
   c. Food
   d. Air fare/Car rental
   e. Poster printing

NB: Do not submit this application without obtaining a signature from your faculty mentor. Faculty mentors must read
the abstract before submission of the application.

____________________________________  ______________________________________
Student Signature  Date  Faculty Mentor Signature  Date

Please submit completed proposals to Dr. Adrian Jones,
Chair, Student Affairs Committee, by November 14, 2014 and April 17 at noon.

Date received by Student Affairs Committee Chair: ______________________

Student Affairs Committee Members: Adrian Jones, Chair; Don Gerbig; Bill Auld; Ashley Galati; Bao Qi Feng; Chayanis Aungnunggool; Elaine Mott; James R. Carlton; Kathy Davis Patterson; Vladimir Gurau.