

**LEE HONORS COLLEGE
STUDENT TRAVEL GRANT APPLICATION**

Purpose: The Lee Honors College Student Travel Grants (LHCSTG) were established to support Lee Honor College students traveling to meetings or events sponsored by professional organizations for the purpose of presenting the results of their research, exhibiting or performing creative works, or otherwise disseminating results of their scholarly activity. The LHCSTG do NOT cover conference attendance for other purposes (e.g., as a non-presenting attendee or workshop participant; to participate in a group performance; to undertake foreign study), nor to present the findings of another’s scholarly work.

Eligibility: To be eligible for a Lee Honors College Student Travel Grant, an applicant must be: (a) a full-time LHC student in good standing; and (b) enrolled in the semester the application is submitted.

Grants: Grants will range up to \$250 for domestic travel, and up to \$500 for international travel. Any amount awarded will depend, in part, on the number of applications received, the budget available, and on the priority given by the Review Committee. Not all applications may be selected for funding and not all applicants may receive the amount of funding requested.

To Apply: Submit one signed original application, including all attachments, to the Lee Honors College Student Travel Grant Committee by 5 PM on the deadline given below. These may be dropped off at the front desk of the LHC. Note: Students may apply for funding BEFORE their work is accepted for presentation; however, proof of acceptance must be presented before the grant is awarded. In addition, students may apply for travel funding AFTER the travel has taken place IF the application is made within the same semester or travel took place over the previous summer.

Requirements:

1. Submit completed, signed application.
2. Submit a letter of support from one WMU faculty explaining how your proposed travel will benefit your education. Please make sure that the letter is on University letterhead and includes your name and WIN.
3. Submit a typed essay (approximately 250 words) briefly explaining the significance of your research or project and how presenting/exhibiting it will be beneficial to you in achieving your educational and professional goals.
4. Submit an abstract of your research or project.
5. Submit a copy of the letter or email inviting you to present/exhibit at the conference or perform at the event.
6. Attached an unofficial copy of your WMU transcript.
7. Include a budget that outlines your expenses: Please itemize your travel budget. Confirm costs with providers. Give all expenses for each category, even if the total exceeds the maximum grant amount.

Sample Budget:

Reimbursable Expenses:

Transportation (Airfare)	\$ _____
Transportation (Ground)	\$ _____
Parking	\$ _____
Meals (maximum 3 days @ \$45/day)	\$ _____
Lodging (Maximum 2 nights and \$400 limit)	\$ _____
Conference registration fee	\$ _____
Total Budget	\$ _____

The combination of support received from an LHC Travel Grant and any other source(s) must not exceed the total expense. Please list here any other funding you have received or sought for this travel: _____

APPLICATION FOR LHC STUDENT TRAVEL GRANT

Name: _____ WIN: _____

WMU Email: _____ Phone: _____

Major(s): _____

Minor(s): _____

Most recent cumulative GPA _____ Semester/Year: _____

During which semester(s) and year do you plan on using this travel grant?

Spring 2014 Summer I 2014 Summer II 2014 Fall 2014

Conference Name: _____

Place of Conference: _____

Dates of Travel: _____

Conference Website: _____

I plan to use this travel experience in my: (check one)

Major Minor Honors Thesis (Attach Thesis Declaration Form)
 Elective General Education Other _____

I understand that it is my responsibility to submit all application materials by the application deadline. If my travel grant application is incomplete, I understand that I may not be considered for the grant.

If I receive a travel grant from the Lee Honors College, I agree to complete and meet the requirements of that grant. If I fail to complete the travel, the grant amount will be charged back to my student account.

Student Name: _____ Date: _____

Signature

RETURN COMPLETED FORM AND ACCOMPANYING MATERIAL TO:

LHC Student Travel Grant Review Committee
The Carl and Winifred Lee Honors College
Western Michigan University
1903 W. Michigan Avenue
Kalamazoo, MI 49008-5244

To be completed by the LHC Student Travel Grant Review Committee

Date of Review: _____

Reviewed by: _____

Is student in good standing with LHC? **Yes** **No** **Comments** _____

Decision: **Approved for Travel Grant** **Not Approved for Travel Grant**

Reason not approved: _____

Amount Awarded: _____

Notified Student by: **Email** **Phone** **In Person** **Date** _____

Notified by: _____
Print Name