**Academic and Professional Enrichment Fund**

**Travel Grants-in-aid**

**(This form must be typed)**

**Applicant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty Name: |       | Department: |       |
| Campus Address: |       | Telephone: |       |
| Faculty Email: |       | Office Coordinator: |       |

**Students to Attend the Conference/ Meeting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Student Name | Student G Number | Class Standing | Student Major | Student Email Address |
| 1. |       |       | [ ] Undergraduate(Only undergrads are eligible) |       |       @mail.gvsu.edu |
| 2. |       |       | [ ] Undergraduate(Only undergrads are eligible) |       |       @mail.gvsu.edu |
| 3. |       |       | [ ] Undergraduate(Only undergrads are eligible) |       |       @mail.gvsu.edu |

**Conference/ Meeting Information**

|  |  |
| --- | --- |
| Name of Conference: |       |
| Sponsoring Organization: |       |
| Date(s): |       |
| Location: |            |

**Budget Summary**This summary is an estimation of the students’ travel expenses, up to $400 per student. Do not include your own expenses.

Estimated Expenses:

Conference Registration Fee. $

 Name of organization:

Transportation Costs (airfare, mileage, train, bus, etc.) $

Lodging $

 Departure and return dates:

Meals $

 Dates:

## TOTAL EXPENSES $

Funding from other GVSU sources $

 Identify source:

Funding from sources outside GVSU $

 Identify source:

**Funding requested from Academic and Professional Enrichment Fund $**

**Personal Narrative**

1. Please describe the objectives you have in attending this conference with the students. Be as **specific** as you can (additional pages may be attached.):

1. Relate the objectives to courses the students are taking/ have taken
2. Explain how attending the conference will enhance, enrich, and/or compliment the students’ understanding of the discipline, the scholarly community, and the role of undergraduate students

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2. Describe, in detail, the plan you have for preparing the students prior to leaving for the conference. How will you mentor the students while onsite? How will this plan support your objectives noted in question 1? (Additional pages may be attached.)

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3. How will the students be integrating what they have learned into their academic and/or professional career? How will you know that the students have met your objectives noted in question 1? (Additional pages may be attached.)

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APEF Policies and Process

My signature below indicates that I have read and understand each of the following statements of the grant policies and process.

* Faculty Attendance: The undersigned faculty member will attend said conference with the undersigned student(s).
* Good Standing with the University: Each student must have a cumulative grade point average (GPA) of a 2.000 or higher to be in good standing. Each student must be in good judicial standing.
* Grant Reimbursement: The undersigned faculty member understands the grant reimbursement process and will aid the undersigned students in navigating that process. (It is up to the department to decide how the travel will be initially funded, whether that be by department purchases, student out of pocket purchases, etc. OURS will process the request for reimbursement transfer from the sponsoring department upon approval of the student report(s). Information on Grant Reimbursement is available at [www.gvsu.edu/ours](http://www.gvsu.edu/ours).)
* APEF Conference Report and Reflection: Each student must provide a final report and reflection to the Office of Undergraduate Research and Scholarship. Information on the Report and Reflection is available at [www.gvsu.edu/ours](http://www.gvsu.edu/ours).
* Student Code: Each student is expected to adhere to GVSU’s Student Code while representing GVSU. Failure to do so may result in loss of APEF funding. I have reviewed the code at [www.gvsu.edu/studentcode](http://www.gvsu.edu/studentcode) and agree to adhere to the code.
* Risk Reduction: I have reviewed the risk reduction website ([www.gvsu.edu/clas/riskreduction](http://www.gvsu.edu/clas/riskreduction))

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty Signature: |       | Date: |       |
| Unit Head Signature: |       | Date: |       |
| Student Signature: |       | Date: |       |
| Student Signature: |       | Date: |       |
| Student Signature: |       | Date: |       |

Submit Application

Academic and Professional Enrichment Fund

Office of Undergraduate Research & Scholarship

230 Mary Idema Pew Library

Allendale Campus