ASPiRE STUDENT TRAVEL GUIDE

Sponsored Programs Office

Mission

The goal of the Student Travel Award Program is to provide funds to assist students with transportation expenses to ***present*** their work at a professional meeting or to perform or exhibit creative works. Funding is transferred directly to a student travel account within the department, not to the recipient.

Eligibility

- Applicant must be enrolled at Ball State University, Burris Laboratory School or the Indiana Academy as a Graduate Student, Undergraduate Student, Burris High School Student - grades 11 or 12 or Indiana Academy High School Student - grades 11 or 12.
- Applicant must be presenting a paper, poster, etc. at the conference. Documentation of presentation acceptance must be provided at the time of application.
- All student projects require the support of a faculty mentor or advisor. Students must ask a faculty member to serve as a mentor for the project.

Application Process

There is no formal proposal required for this grant. Instead please submit the following:

- Proposals must be submitted via IRBNet to the **ASPIRE Grant Program**, following a brief registration process. Step-by-step instructions for registering and uploading proposals for IRBNet can be found at the following url: http://cms.bsu.edu/About/AdministrativeOffices/SPO/ASPiRE/IRBNetASPIREHelp.aspx
- Application Cover Sheet for Student Travel on IRBNet.
- A copy of the acceptance of the presentation at the meeting or conference. This may be in the form of an email or letter from the conference organizer, or a weblink to the conference program/agenda website, listing the applicant as a presenter.
- An abstract of the presentation or performance.

Application Deadline

- The deadline for student travel awards is the 15th of the month.
- Applications must be received during the month ***prior*** to travel.
- Funding decisions will be made by the 30th of the month prior to travel.

Funding Award Stipulations

- Only one travel grant per student will be awarded in a fiscal year.
- Receipt of an ASPiRE Research or Creative Arts award does not affect eligibility of a student travel award in the same fiscal year; however, grant recipients failing to submit acceptable final reports for any award will be declared ineligible for further support from ASPiRE programs.
- Travel must be ***equal to or greater than 200 miles***, round trip, from Muncie, Indiana.
- All travel must comply with the BSU Travel Regulations and Procedures manual.
- Award recipients must file the required Ball State travel documents with their department **prior** to travel.
- Award amounts range from **$25 to $100**, depending on the meeting/conference location and the number of students attending the same event.

Final Report/Grant Closeout

- There is no final report required for this grant program.
- Funds not claimed within 90 days of travel will revert back to the ASPiRE Program
- It is the award recipient's responsibility to file proper forms to claim grant funds. It is NOT the responsibility of the departmental clerical staff to see that grant funds are expended.

If you need further assistance with this process please contact ASPiRE at 765-285-1600 or aspire@bsu.edu