



SCOTT ELLIOTT
Professional Meeting/Research Activity Award Application

PROPOSAL GUIDELINES
AND
APPLICATION FORM

Travel is funded during the fiscal year (July 1 - June 30) in which the conference takes place*

*Note: Applications may be submitted at any time but will be awarded based on the timing of the trip and availability of funds.

Submit completed applications to Jennifer Boolman, jrboolm@IllinoisState.edu.
If you have any questions regarding the SOA Scott Elliott Student Travel Grants, please contact Jennifer Boolman, jrboolm@IllinoisState.edu.

Guidelines for SOA Scott Elliott Student Travel Grants Program

PURPOSE

Scott Elliott is a successful financial entrepreneur who established the Scott Elliott Endowment Fund to provide support to the departments that influenced him the most during his student days at Illinois State University. The Department of Sociology and Anthropology is one of those departments. We use our share of the funds to support student travel to professional meetings or for research activities.

AWARD DESCRIPTION

Awards may be funded up to a maximum of \$600 for travel to a professional conference or meeting to present the results of research or creative activity or to collect data for a thesis.

SELECTION PROCESS AND CRITERIA

The Department of Sociology and Anthropology will make these awards. Applications from all undergraduate and graduate students in both Sociology and Anthropology who have not received previous funding in that same fiscal year will be considered.

To qualify for support, a student must be participating in one of the following activities:

- 1) Making a formal presentation in the form of a poster or podium paper at a professional meeting/conference.
- 2) Traveling (domestically or internationally) to collect data for a research project.

PROPOSAL PROCESS AND SUBMISSION DEADLINES

A student may be funded once per academic year. To apply for support, students must complete the application which includes a brief statement outlining the details of the meeting/conference or research-related trip they plan to participate in and the nature of the participation (ie: presenting a poster or collecting data for a thesis), and a budget of expenses related to the trip. All materials must be submitted to Jennifer Boolman (SOA Office Manager) at least **ONE WEEK PRIOR TO THE TRAVEL/ACTIVITY** and awards will be based on reimbursement of qualified expenses, not to exceed \$600. Receipts for all expenses and proof of conference presentation are required for reimbursement at the conclusion of the activity. Applications that are not submitted in advance of the activity may not be funded. Materials may be emailed to Jennifer Boolman, jrboolm@IllinoisState.edu. Hard copies may also be submitted in lieu of email.

There is no deadline for the application, but it is recommended that students apply as early in the academic year as possible. The total number of awards is based on available funds in each fiscal year and are made on a first-come, first-served basis.

PROPOSAL FORMAT

Project Description/Budget: The project description should be written in a clear and straightforward style and summarize the project/presentation. Please include a summary of expenses for the travel, including airfare, lodging, and any other expenses associated with the trip.

UNDERGRADUATE AND GRADUATE STUDENT TRAVEL GRANT APPLICATION FORM

Step 1: Tax registration

If you do not already have a W-9 tax form (Vendor Registration Form) on file with the university comptroller, you must complete the [form](#) and submit it via the [secure dropbox](#) in order to be reimbursed.

Step 2: Direct deposit registration (optional)

Complete this [form](#) and submit it via the [secure dropbox](#) to receive your reimbursement via DIRECT DEPOSIT (optional.) *Skip this step to receive your payment via check.*

Step 3: Travel/presentation information

Name: _____

E-mail: _____ Phone: _____

Major: _____ University ID#: _____

Graduate: Undergraduate:

Mailing address

(Reimbursement check will
be sent to this address):

Purpose of travel:

If presenting, please note the title of the paper/poster:

Please select the type of presentation given: Paper Poster

Location of conference/research: _____

Dates of travel: _____ to _____

Signature: _____

Applicant

Date

BUDGET SUMMARY AND JUSTIFICATION

Please list only major expenses associated with this trip up to the total amount of funds requested from the department.

Itemized List of Expenses (such as hotel, airfare, registrations, meals)

| | |
|--------------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

To process the final reimbursement, you must provide Jennifer Boolman with all original receipts of relevant expenses. Reimbursement will not be processed without these receipts.

Justification (reason for attending conference or for the research trip):