



CETL Student Travel Awards

(formerly Student Research Travel Awards)

OVERVIEW:

The Center for Excellence in Teaching and Learning (CETL) provides opportunities for students to compete for funding to travel and present research or other evidence-based scholarly or creative projects, which the students have designed and conducted or under which the students have made a significant contribution. These opportunities are provided in the form of *CETL Student Travel Awards*.

ELIGIBILITY:

The *CETL Student Travel Awards* program is open to full-time equivalent (FTE) students matriculating in degree programs in the College of Chiropractic (COC), the College of Graduate and Undergraduate Studies (CGUS), and the College of Online Education (COE). To be eligible for an *CETL Student Travel Award*, students must be accepted to make a presentation of a poster, paper, workshop, or creative work at a conference, symposium, or other gathering recognized by a professional association conducting work in or related to the field of study. Students pursuing travel award funding must work with a Life University faculty or staff who will agree to serve as a mentor, which includes providing guidance and feedback to the student (or team of students) during the ideation, planning, and preparation process.

The awards are designed to offset the cost of transportation, lodging, conference registration, meals, and other expenses. The award provides reimbursement of allowable travel expenses at 80% of the total dollar amount requested up to a maximum of \$1,600 per fiscal year, regardless of the number of events attended. Hotel room costs are reimbursed at 100% when the student shares a room with another Life University student. If the student chooses not to share a room, the university will reimburse 50% of the room cost. Considerations for international travel shall be made on a case-by-case basis. The total number of travel awards made each year is based upon availability of funding as identified through the annual university budgeting process.

Prior to travel, a copy of the conference acceptance letter must be provided to CETL. If the student is ultimately not accepted for conference presentation, the award, if any, will be forfeited. All other incidences impacting travel to the intended conference that are outside the control of the student or university will be reviewed on a case-by-case basis.

Applying for travel funding:

1. Students submit a completed application to CETL at least 45 days prior to travel if presenting. Applications will be accepted on a rolling basis or as needed for travel timelines. You should allow enough time for your application to cycle through the review process, as well as to take advantage of early booking for airline and hotels. Applications may be submitted [electronically via DocuSign](#) or by hand to the CETL offices located in the Learning Resource Center.
2. The application should consist of:
 - a) **Travel Application Form available for online completion via DocuSign**
 - b) **Cover Letter**, no longer than two pages, that succinctly describes
 - your background, including past research or scholarly/creative work experience.
 - your professional goals.
 - the conference where you have been accepted or propose to present (who are the organizers, what is the conference's goal, what is the process for review and selection, when and where is the event?)
 - your proposed conference presentation (title, the intellectual/creative merit, impact on the field, relationship/relevance to Life University mission, program of study and future goals). Also include the project abstract.
 - Your role and the specific activities you performed in the project about which you are presenting (principal investigator/developer/creative, co-developer and what activities, exactly, did you undertake as the principal or co-investigator).
 - Amount of travel request.
 - Whether or not any other grant resources or being pursued or have been awarded.
 - c) **Letter of Recommendation** from your mentor/advisor who has knowledge of your strengths, background, and the research or scholarly related work you may have already done or your potential, the rigor of the conference review and selection process, and the intellectual/creative merit of your proposed presentation.
 - d)
3. The application is reviewed and scored by the Research Advisory Council based on metrics which consider relevance, rigor, role, and impact, amongst other items.
4. The Research Advisory Council submits the list of students recommended for funding to the Chief Academic Officer.
5. The Chief Academic Officer makes final award approvals in consultation with the Director of CETL.
6. A Notice of Award or Declination is sent to the student applicant.

During travel

7. Please keep in mind:

- Eligible travel expenses are reimbursed at 80% of the total amount requested, up to \$1,600.
- Only itemized receipts for hotel, lodging, and transportation will be reimbursed. Receipts will no longer be required for meals, as stipends will be issued to cover the costs. Stipends awarded for meals will be in the following amounts as reflected on the application: \$32.50 for a half/travel day and \$65 for a full day.
- No alcohol or personal entertainment will be reimbursed.
- If you are splitting costs, ask for separate bills and make certain the receipt is itemized.
- <http://bit.ly/LIFEUtravelpolicy>.

After travel

8 Complete the Life University Expense Report electronically utilizing DocuSign.

- The Expense Report must be completed & submitted to CETL within 2 weeks of returning from travel.

Other Stipulations

- Request for reimbursement of eligible expenses must adhere to policies outlined in Life University's travel policy: <http://bit.ly/LIFEUtravelpolicy>.
- Change fees and other penalties incurred by the applicant that result from insufficient planning or other errors are not eligible for reimbursement.
- Student travel IS NOT eligible for reimbursement after graduation from Life University.
- If, for any reason, you are unable to attend the conference, you must be in contact with CETL and your faculty advisor immediately and provide written notice of your inability to attend and the reason why you are unable to attend the event.
- Non-compliance may negatively impact consideration of future funding requests.
- Initiation of work and/or expenditure of funds constitutes the applicant's agreement to the terms and conditions of this award.

For more information, contact CETL at 770-794-3050 or send an email to CETL@Life.edu.

We wish you all the best with your project!!