Student Conference Award Program (S-CAP)
Application Instructions

General Information

The Student Conference Award Program (S-CAP) is a Travel Grant designed to provide undergraduate and graduate students the opportunity to obtain funding to attend a professional or academic conference in his or her field of study. The maximum award is $600.00 and may include conference registration fee, travel, lodging, and airport shuttle/taxi fees. The award does not include meals, memberships or additional conference costs.

The S-CAP program is one form of assistance in helping an individual attend a conference. We recommend that students not use S-CAP as a sole resource in deciding whether or not to attend a conference, as the availability of funds are subject to change. It is **highly recommended** that students seek additional funding through their college/school or student organizations.

- S-CAP funding is limited, therefore we will only award two students per conference.
- Applications are reviewed & considered on a first come, first served basis.
- A student may only receive the award twice.
- This award is not transferrable, an approved application may be applied to another event or to another student.

How to Apply
Eligibility requirements are as follows
1) Must be a registered UNM student at the time of the conference.
2) Must be in a degree seeking program at the time of the conference.
3) Must be in good academic standing, i.e. no academic probationary status.

To apply for S-CAP, applicants must submit a completed application packet (see S-CAP Application Checklist for application details), a typed proposal, unofficial transcript, conference information, and supporting budget documentation to Career Services, UAEC, 2nd floor, Rm 220, either in person or by mail.

The application period for each semester is, the first day of classes until the end of the following semester break.

Application Submission Date

Applications are accepted each semester and only for that semester. We begin accepting applications *approximately* one (1) month prior to the first day of classes. ***Dates are posted on our website*** - We will not accept them earlier than the posted date and they must be submitted prior to attending a conference.

*Please Note - On the day we begin accepting applications there is generally a line formed before we open, graduate students tend to go to a waiting list almost immediately.

Award Notification

Applicants will be notified of funding decisions by e-mail approximately 1 month after the application is submitted for review, unless the application has been placed on a waiting list. Award decisions are on a first-come, first-served basis and are subject to both the availability of funds and the quality of the application.

Payment of Award

All awards are processed through the Student Financial Aid Office and may be subject to taxation. Upon return from your event, schedule an appointment to submit receipts with Career Services and the funds will be applied to your UNM account.

FYI: If you have a balance owed, the money will be applied to that balance first; remaining funds will then be available to you.

UNM
Office of Career Services

Student Conference Award Program

Application Form

Name: _____Student ID: _____

Local Address: _____
            Street   City   State   Zip

Telephone: home_____ work _____ Email: _____

Major: _____Year: __Sophomore __Junior __Senior __Grad Stud

Name of Conference (no acronyms): _____

Conference Location: _____

Organization Sponsoring Event:_____

Contact Person(s): _____ Phone: _____

Date(s) of Event: _____

AMOUNT REQUESTED: _____ (Maximum award $600.00)

Demographic Information, collected for statistical purposes only, names will not be used. *(Optional)*

Please circle one: Male or Female   Are you from New Mexico? Yes or No

It is strongly recommended that you seek additional funding for this activity:

Source   Amount   Date Requested   Granted (Yes/No/Pending)
_____

_____

_____

I understand that the funding decisions are solely at the discretion of the Student Conference Award
Program Committee.

Signature of Applicant: _____ Date: _____

The misuse of any S-CAP funds or giving false information in requesting funds may jeopardize current and future funding and may result in legal penalties. Any false information will result in NO AWARD being made.

Application Checklist

_____ Eligibility requirements are as follows:
1) Must be a registered UNM student at the time of the conference. **Projected Graduation Date**:_____
2) Must be in a degree seeking program at the time of the conference.
3) Must be in good academic standing, i.e. no academic probationary status.

_____ Completed & signed Student Conference Award Program application packet, including:
1) Application Form
2) Application Checklist
3) Budget Proposal Form
4) Advisor Verification Form
5) Reimbursement Guidelines Form

_____ Proposal
The proposal should provide detailed information about the conference for which funding is being requested. It should be grammatically correct, easy to read, and understandable to the S-CAP committee who are represented by various departments.
 - Should be *2-3 typed* pages and may be double spaced.
 - Must be originally written by each student applying.
 - Should explain how student will benefit from attending this event either academically, or professionally or both.

_____ Unofficial Transcript

_____ Conference Literature
 - Must provide detailed information about the conference, either printed from the website, or flyer, to include; **event description, conference location, dates and costs**.
        *Remember the committee may not be familiar with this event or field of study.

_____ Supporting Budget Documentation – ex. where you obtained the amounts requested on Budget Proposal
 - Conference Registration fee – should be reflected in Conference Literature
 - Travel – print cost estimates from sources, such as Expedia.com.
 - If driving personal vehicle, must submit 3 samples of coach airfare using event dates.
 - Lodging – rates may be found on the conference website, lodging website, or travel search engines, such as Expedia.

*S-CAP will not reimburse Frequent Flyer Miles, or any types of award programs or ticket exchanges to purchase your flight.

Application must be complete with all required documents and signatures. An incomplete application will be returned to you for completion and may then be placed on a waiting list.

Signature of Applicant:_____**Date:**_____

Budget Proposal

This budget sheet must be accompanied by substantiating literature (i.e. printouts) from conference material, web sites, or a travel agency, or web travel resources to substantiate the proposed expenses.

TRANSPORTATION:

Mode of transportation	Departure date	Return date	Destination and/or Mileage	Estimated Cost
Airlines				
Personal Vehicle*				
Car Rental**				
Train				
Taxi				
Shuttle				

*Personal vehicle request must be accompanied by 3 samples of coach airfare using event travel dates.
**Car Rental – will not reimburse insurance as UNM has contracts with certain car rental agencies.

Total Transportation Expenses: $_____

LODGING:

Type of Room	Price per day	# of days	Name of hotel/motel	Estimated cost (including tax)
Room				

*Covers room and required taxes and fees only.
**If room is shared, will only cover applicants portion of the room expense.

Total Lodging Expenses: $_____

CONFERENCE REGISTRATION

Conference Title	Registration Fee

*Event registration fee only, membership and extras not included.

Total Conference Registration Expense: $_____

Total Overall Expenses: $_____

Minus Approved Outside Funding $-_____

Minus S-CAP Fund Request $-_____ **(Not to exceed $600)**

Remaining Balance $_____

UNM
Office of Career Services

Advisor Verification Form
Undergraduate Students - Academic Advisor
Graduate Students - Faculty Advisor

The Student Conference Award Program (S-CAP) is a Travel Grant designed to provide undergraduate and graduate students the opportunity to obtain funding to attend a professional or academic conference in his or her field of study. The maximum award is $600.00 and may include round-trip travel, lodging, airport shuttle/taxi fees, and main conference registration fee.

Eligibility requirements are as follows:
1) Must be a registered UNM student at the time of the conference.
2) Must be in a degree seeking program **at the time of the conference**.
3) Must be in good academic standing, i.e. no academic probationary status.

Student
I agree that I meet the eligibility requirements as listed above: I am a registered UNM student at the time of the conference, I am in a degree seeking program and I am in good academic standing.

I agree to inform UNM Career Services in a prompt manner of any changes to my eligibility requirements. I understand that failure to do so will result in forfeiture of my award.

_____   _____   _____
Student (Print Name)   Student Signature   Date

Academic or Faculty Advisor:

- I understand the eligibility requirements for students to receive S-CAP funding

I verify that (student name)_____ is,

 - A registered student at UNM.
 - Is currently in a degree seeking program.
 - Is in good academic standing.

_____   _____
Academic or Faculty Advisor (print name)   Department

_____   _____
Academic or Faculty Advisor, Signature   Date

REIMBURSEMENT GUIDELINES

The S-CAP award is a Travel Grant and will be processed through the Student Financial Aid Office. Once processed through Financial Aid payment will be applied to students UNM account. Expenses paid by other parties, such as department, organization or person, are the sole responsibility of the student to reimburse, if required.

The recipient will be required to submit eligible receipts to Career Services and sign an Expense Verification Form. Award is contingent upon satisfactory proof of expenses incurred.

If approved, payment is processed through the Student Financial Aid Office and applied to the recipient's student account <u>only after</u> the travel is completed.

Student must submit:	Required Documentation
Conference Registration Fee	Must be an itemized receipt – memberships and extra's not included
Airfare	Itinerary & receipt reflecting traveler's name Travel rewards programs such as, frequent flyer miles are not reimbursable
Personal Vehicle	Must include mileage log, 53cents per mile **Personal Preference:** - Must provide 3 samples of coach airfare using event dates - Provide quotes for appropriate ground travel *Lower amount will be paid **Business Need:** Provide a detailed business description as to why it is required for you to drive to this event, and the full mileage total may be approved.
Car Rental	Must provide itemized receipt or copy of agreement. UNM will not pay insurance due to having contracts with certain rental agencies.
Lodging	Must have itemized original receipt – room and required tax and fees allowed.
Ground transportation	Must have original receipts

-Receipt must reflect students name & method of payment.
-Contact Career Services for additional requirements for payments made by check or cash

Questions or concerns may be directed to:

Cathy Chalk
UNM Career Services
University Advisement & Enrichment Center, Room 220
277-7794
radoll@unm.edu

I understand that to receive this award I must submit all relevant and original documents. I understand that failure to provide these documents may result in forfeiture of my award.

_____ (initial) Additionally, I acknowledge that any travel expenses paid by a UNM Department, Organization or person are **my responsibility** to reimburse, if required and <u>will not</u> be directly paid by the S-CAP Travel Grant.

Signature _____Date_____