

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 travel, lodging, airport shuttle/taxi fees, and conference registration fee. The S-CAP 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 will award only two students to attend the same conference.
- Applications are reviewed & considered on a first come, first served basis.
- An award recipient must wait one year before becoming eligible to apply again.
- A student may only receive the award twice.
- This award may not be transferred to another conference in the event that your plans change.

How to Apply – See S-CAP Application Checklist for Detail

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, a typed proposal, unofficial transcript, conference information, and supporting budget documentation to Career Services 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, for that semester period; we begin accepting applications *approximately* one (1) month prior to the first day of classes each semester. 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.

To avoid being placed on a waiting list it is highly recommended that an application be submitted on that first day.

Award Notification

Applicants will be notified of funding decisions 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. Once approved, this award 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.



RECEIVED: _____
APPLICATION # _____
SEMESTER: _____ 20 _____
WAITING LIST: Yes/No
Student Informed: Yes/No

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: _____

Conference Location: _____

Sponsoring Organization: _____

Contact Person(s): _____ Phone: _____

Date(s) of Event: _____

AMOUNT REQUESTED: _____ (You may request up to \$600.00; one award/student/year)

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

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

It is STRONGLY ENCOURAGED 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. Information regarding my proposal ___ MAY ___ MAY NOT be made public.

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.

S-CAP 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) S-CAP Application Checklist
- 3) Proposed S-CAP Budget Form
- 4) Academic Advisor Verification Form
- 5) S-CAP 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 and may not be familiar with the technical terminology of your field. The length of the proposal must be **2-3 typed** pages and may be double spaced.

- The application must be originally written by each student applying.
- The proposal should explain how this event relates to the applicants field of study and how the student will benefit from attending this event either academically, professionally or both.

_____ Unofficial Transcript

_____ Conference Literature

- Must provide detailed information about conference location, dates and costs.
- Literature – must provide information regarding what the conference is about, i.e. subject matter of the conference and topics to be discussed. Remember the committee may not be familiar with this event or field of study.

_____ Supporting Budget Documentation

- Travel – print cost estimates from sources such as Expedia.com.
- Lodging – conference rates may be found on the conference website, or print cost estimates from lodging websites or sources such as Expedia.com.
- Conference Registration – Provide something that itemizes conference registration costs

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

This application must be complete - all application forms must be included, all signatures obtained, proposal, unofficial transcript, all budget supporting documents and conference literature must be included in this packet or it will be returned to the applicant for completion.

The application may be resubmitted; however the date and time stamp will change and if at that point a waiting list has begun your application will go to the end of the waiting list.

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

Proposed S-CAP Budget

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 expected costs.

TRANSPORTATION:

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

Total Transportation Expenses: \$ _____

LODGING:

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

Total Lodging Expenses: \$ _____

CONFERENCE REGISTRATION

Conference Title	Registration Fee

Total Conference Registration Expense: \$ _____

Total Overall Expenses: \$ _____

Minus Approved Outside Funding \$- _____

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

Remaining Balance \$ _____

**Student Conference Award Program
S-CAP
Academic Advisor Verification Form**

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 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 Advisor (print name) Department

Academic Advisor Date

S-CAP 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 recipients student account only after the travel is completed.

Student must submit:

1. Airfare: Original itinerary/receipt & ticket stubs (if available).
Travel award programs such as Frequent Flyer Miles are not an allowable method of payment and will not be paid.
2. Personal Automobile: Reimbursement is 56 cents per mile.
Must provide 3 samples of what coach airfare would have cost, only lowest amount will be paid
Must provide a memo indicating odometer readings from beginning to end of trip
3. Car Rental – Accounting will not approve insurance or additional options
4. Lodging: Original hotel receipt.
5. Taxi/Shuttles: Original receipts.
6. Conference Registration Fee: Application reflecting all conference costs must be submitted - only registration fee is eligible for reimbursement.
7. Brief written summary of how student benefited from attending conference.

- All receipts must be original, no copies will be accepted.

-Receipt must reflect students name & method of payment.

-Payments made by personal check must be accompanied by a copy of the “canceled” check.

Questions or concerns may be directed to:

Cathy Chalk
UNM Career Services
UAEC, 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 will not be directly paid by the S-CAP Travel Grant.

Signature _____ Date _____