



Student Conference Award Program (S-CAP) Application Instructions

About the Student Conference Award Program (S-CAP)

The Student Conference Award Program (S-CAP) is a Travel Grant which provides undergraduate and graduate students the opportunity to obtain funding to attend a professional or academic conference in their field of study. The maximum award is \$1,000.00 during academic year 24/25. Eligible expenses include: conference registration, travel, lodging, and ground transportation to and from airport (does not include meals). This is a reimbursement program, payment made only after traveling to an event.

- 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 not be applied to another event or to another student
- Must submit application prior to attending event – Submit early to avoid being placed on a waiting list

Applications may be submitted at any time and will be applied to the semester period in which the event takes place. Please see our website for how semester breaks are included in a semester period. They may be submitted in person, or via e-mail and will be date stamped when received.

Eligibility

- 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. cannot be on academic probation

How to apply:

Students must complete the S-CAP application packet, with all required signatures.

Required attachments,

- Application packet – Application Form, Checklist, Budget Proposal, Advisor Verification
- 2 to 3 page typed proposal. Recommended touch points – introduction, describe the event and discuss how you and the University of New Mexico might benefit from your attendance.
- Conference literature – from your conference website provide – dates, cost, location and information about this event – If application is being submitted via e-mail, **please attach in a pdf format.**

**Please do not submit receipts in your application packet.

Notification of Award Status:

- Applications for current semester – Notification will be e-mailed approximately 1 month after it is received.
- Applications for future semester – Notification will be after that semester begins.
- Applications on a Waiting List – Notification will be toward the end of that semester

How to be reimbursed for travel:

After an application has been approved, and after you have traveled to your conference.

- Call to schedule an appointment to submit receipts and other required documentation with Cathy Chalk, 505-277-2531, or email at radoll@unm.edu.

Receipts must be submitted within 1 month after attending conference, or if you were on a waiting list, 1 month after being notified, or your award may be forfeit.

Required Documentation:

- Conference name badge
- Documentation of any other awards received for this event – must outline amount and what was covered
- If a receipt was paid by another person, department or organization and they require reimbursement
 - o Contact Career Services for required documentation
- Eligible travel receipts
 - o All receipts must reflect students name and method of payment
 - o If a cost was shared, you will only be reimbursed for your portion.

All reimbursements will be applied to your Bursar's Account minus any balance that may exist.



OFFICE USE ONLY:
RECEIVED: _____
APPLICATION # _____
SEMESTER: _____ 20 _____
WAITING LIST: Yes/No
Student Informed: Yes/No
Approval Email sent on: _____
Previous S-CAP Awards:

S-CAP Application Form

Name: _____ Student ID: _____
 Email: _____ Major: _____

Student Status/Level (circle one): Undergraduate – Freshman – Sophomore – Junior – Senior
Graduate Student – Master’s – PhD

Name of Conference (no acronyms): _____

Location: _____ Event Dates: _____

AMOUNT REQUESTED: _____ (Maximum award \$1,000.00 academic year 2024/2025)

Are you presenting at this event? (circle) Yes – No Did you participate in research? Yes – No

If so, what is the research topic? _____

Are you willing to share your name and research topic with UNM Administration? Yes – No

The following demographic information is optional, used only for statistical purposes. Names will not be used.

Gender: _____ Were you born in New Mexico? Yes – No

Additional Acknowledgements:

If you are approved for S-CAP and have received additional funding you will be required to submit copies of documentation regarding other awards. Initials _____

The misuse of 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 loss of award. Initials _____

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

Signature of Applicant: _____ Date: _____



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. cannot be on academic probation.
- 4) Must be submitted prior to attending event

_____ Student Conference Award Program application packet - Completed, initialed & signed in all required areas, including:

- 1) Application Form
- 2) Application Checklist
- 3) Budget Proposal Form
- 4) Advisor/Faculty Verification Form

_____ Proposal

The proposal should introduce yourself, provide detailed information about the event, and how you and the University will benefit by your attendance.

It should be grammatically correct, easy to read, and understandable to the S-CAP committee who are represented by various departments – students, staff and faculty.

- Should be **2-3 typed** pages and may be double spaced.
- Must be originally written by each student applying.

_____ Conference Literature

- Must include - event description, conference location, dates and costs.
- If submitting by e-mail, must save as pdf. Please do not e-mail conference links.

Budget Notes:

***S-CAP will not reimburse** any type of travel rewards programs such as, Frequent Flyer Miles.

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

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



Budget Proposal

This is to estimate your travel budget. If approved award will be up to \$1,000 of eligible expenses.

*If awarded, any personal expenditures will be deducted from final receipts, such as, but not limited to: room service, additional days in hotel, additional miles with personal vehicle

TRANSPORTATION:

Mode of transportation	Destination and/or Mileage	Estimated Cost
Airlines – Coach airfare		
Personal Vehicle – Must submit mapquest with 3 samples of coach airfare cost		
Car Rental – Must submit 3 samples of coach airfare cost		
Shuttle/Taxi/Uber/Lyft		
Airport Parking		

Vehicle Use – Program will only reimburse the lowest of the coach airfare samples, unless there is a valid business/medical purpose provided for driving.

Total Transportation Expenses: \$ _____

LODGING:

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

*Covers room and required taxes and fees only.

**If room is shared, S-CAP will only cover applicant’s portion of the room expense.

Total Lodging Expenses: \$ _____

CONFERENCE REGISTRATION

Conference Title	Registration Fee

*May cover registration fee for event including PDI’s and membership

Total Estimated Conference Travel Expenses: \$ _____

Minus Other Approved Awards: \$ _____

Balance Requested from S-CAP: \$ _____



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 help them 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 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
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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
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Academic or Faculty Advisor, Signature	Date
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