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 $800.00. Eligible expenses include: conference registration, which may include membership and PDI's, 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
- A student may only receive the award twice
- Applications are reviewed & considered on a first come, first served basis, and in the semester the event will occur
- This award is not transferrable – it may not be applied to another student, or another event

Who is eligible?

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:

Submit in person or e-mail directly to Cathy Chalk at radoll@unm.edu
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 – save pages from your conference website as pdfs with the following information – dates, cost, location and information about this event.

**Please do not submit receipts with 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 or e-mail Cathy Chalk at 505-277-2531 or radoll@unm.edu, to schedule an appointment to submit receipts and other required documentation.

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
    ▪ Contact Career Services for required documentation
- Eligible travel receipts
    ▪ All receipts must reflect students name and method of payment
    ▪ 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.

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 $800.00)

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) Academic Advisor Verification Form

_____ Proposal
2-3 typed pages and may be double spaced. - Must be originally written by student submitting application
The proposal should introduce yourself, provide detailed information about the event, and how you and the University may 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.

_____ Conference Literature
- Must include - event description, conference location, dates and costs.
- Save or print pages from conference website with the following information – dates, location, cost and detail about the event.

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 $800 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:

*This is an estimate, no documentation is required at this time.

Mode of transportation	Destination and/or Mileage	Estimated Cost
Airlines – Coach airfare		
Personal Vehicle – If awarded, submit mapquest with 3 samples of coach airfare & ground transportation estimate		
Car Rental – If awarded, submit 3 samples of coach airfare & ground transportation estimate		
Shuttle/Taxi/Uber/Lyft		
Airport Parking		

Vehicle Use – Program will only reimburse the lowest of the coach airfare samples plus ground transportation, 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 include registration fee for event, PDI's and membership

Total Estimated Conference Travel Expenses: $_____

Minus Other Approved Awards: $_____

Balance Requested from 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 help them attend a professional or academic conference in his or her field of study. The maximum award is $800.00 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

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, Signature   Date