

2017-18 RFP for COE Graduate Student Travel Awards

DATE: August 18, 2017
TO: COE Graduate Students
FROM: S. Hector Ochoa, Dean *S. Hector Ochoa*
Sylvia Celedon-Pattichis, Interim Senior Associate Dean for Research &
Community Engagement *Sylvia Celedon-Pattichis*
RE: Request for Proposals

I. INTRODUCTION

The College of Education is pleased to announce that a fund of \$5,000.00 has been established to support graduate student travel to present scholarly work in 2017-18. The COE Graduate Student Travel Awards are designated specifically to assist graduate students in the College of Education with funds to disseminate research at national conferences. All currently enrolled graduate students are eligible and encouraged to apply for these funds. The travel funds may be requested **ONLY** for travel to disseminate scholarly work. The maximum amount of the award is \$500.00. Requests for travel funds should be accompanied by appropriate documentation including conference letters of acceptance and/or other official papers where applicable (see proposal requirements below). Also, requests for reimbursement of travel funds that has already occurred in this fiscal year (after July 1, 2017) should be accompanied by appropriate documentation including receipts, letters of acceptance, conference proceedings, and other official papers where applicable.

II. TRAVEL FUNDING PROPOSAL REQUIREMENTS

Description and Submission

Each proposal must have the following:

1. A contact page with name, department, name of faculty advisor, and student's phone and email address
2. A proposal narrative page with the (a) name, location, and dates of the conference you will be attending, (b) the title and an abstract of your presentation(s), and (c) any other pertinent information related to your proposed trip.
3. A copy of an acceptance letter or acknowledgement of a presentation proposal submitted and under review (Please note: Funding will not be awarded until final confirmation of acceptance has been provided).
4. A budget page (see example at end of this document)

If awarded, all budget items must be committed by **June 30, 2018**. In preparing the proposal, please refer to the attached pages that describe how the proposal must be formatted and how the committee will evaluate each proposal. Members of the review committee are representative of all departments in the COE.

Please note that recipients of Travel Awards must submit a brief written report to the Associate Dean for Research at the conclusion of their travel

To apply for funds, submit your complete proposal as an e-mail attachment (MS Word document or PDF) to Dr. Sylvia Celedon Pattichis, Interim Senior Associate Dean for Research and Community Engagement (sceledon@unm.edu). **The deadline to submit a proposal is September 29, 2017 at 11:59 p.m.**

III. TRAVEL REQUEST CRITERIA FOR REVIEW AND RATING SCALE

Application #: _____

Reviewer's initials: _____

Abstract of Paper/Reason for Attending Meeting/Conference	Documentation	Budget		Total
20 points	10 points	10 points		40 points

Comments:

CATEGORY CRITERIA

Scholarship (20 points):

The abstract should clearly reflect the purpose, methods, design, analysis, findings, and implications of research to be presented at the conference. *An additional statement of how the presentation will enhance the faculty member's scholarly productivity at UNM should be included*

Documentation (10 points)

Clear documentation to include but not limited to specific name and dates of conference, indication of paper acceptance, session titles, etc.

Budget (10 points):

The budget is clearly written, detailed, itemized, and within funding limits

IV. EXAMPLE BUDGET

Please provide a detailed justification for each budget item requested. If you have supplemental sources of funds for the proposed project please describe these as well. Below is an example of acceptable budget.

NOTE: Actual meal receipts will be required for reimbursement.

Travel – Round trip airfare from Albuquerque to Chicago	\$349.00
Hotel – Hilton Downtown Chicago (Conference Hotel) 2 nights @ \$149.00 per night (special conference rate, including tax)	\$298.00
Conference Registration – (student rate)	\$ 75.00
Meals – (receipts required)	\$ 60.00
Other Expenses – (e.g., airport shuttle from and to airport)	\$ 30.00
 TOTAL	 \$812.00
 Requested funds from COE Travel Award	 \$500.00
Out of Pocket (or other source of funding)	\$312.00
