UC RIVERSIDE | Graduate School of Education

Undergraduate Student Travel and Professional Development Support
FY 2019/20

Office of Undergraduate Education Resources

The Office of Undergraduate Education offers mini-grants to enable undergraduate students to participate in faculty-mentored research and creative projects of their own design as well as student travel to present research at conferences. Please visit the following website for more information: https://se.ucr.edu/research/minigrants

GSOE Undergraduate Student Travel Grant
The GSOE offers a travel fund with a limited number of awards per year to support students in the Undergraduate Education program. Travel funds are intended to support students who will present at a research conference, attend a professional development opportunity, or attend some other activity which contributes to student success. Professional development activities include, but are not limited to non-conference travel (e.g. student is an invited speaker at an event), and training (e.g. specialty research equipment training, statistics workshop).

Funds can be used for travel-related expenses, including conference registration, hotel, airfare, meals, and transportation. Students in the Education Minor are eligible to apply, but priority will be given to students in the Education Major. A maximum of (2) awards at $300 each per quarter are available for a total of (6) awards each academic year. Students may only receive up to one travel grant per year. Applications will first be reviewed by the GSOE Associate Dean for Undergraduate Education and consultation sought from the GSOE Undergraduate Education Committee.

The GSOE encourages students to also seek out travel support funding from other entities on campus.

Award Limit:
$300 per event per person

Deadlines

Quarter	Application Deadline	Undergraduate Education Committee Meeting	Decision Notification Deadline
Fall	October 18, 2019	October 22, 2019	October 31, 2019
Winter	January 24, 2020	January 28, 2020	January 31, 2020
Spring	April 24, 2020	April 28, 2020	May 1, 2020

Please reference the GSOE Travel Reference Guide for important policy information and guidelines applicable to planning your trip. For example, GSOE cannot prepay airfare or conference registration fees for student travelers nor reimburse a non-cash payment method (e.g. gift cards or frequent flier miles). If awarded, the Travel Reference Guide is provided via email along with a signed award letter.

Special Considerations

CA Assembly Bill 1887

California Assembly Bill 1887 prohibits state-funded travel to certain states. The states currently subject to this restriction include Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, and Texas. For more information on AB 1887, please visit: https://oag.ca.gov/ab1887.

For FY 2019/20, this impacts the GSOE Graduate Student Travel and Professional Development Support Program. The GSOE is not able to fund travel to the restricted states.

Funding Changes

Guidelines for the GSOE Undergraduate Student Travel Grant are subject to change based on funding availability. The department will notify students of any changes to these guidelines.

Contact Information

If you have questions about GSOE's application or review process, please contact:

Alison Rodriguez, Business Operations Manager
alison.rodriguez@ucr.edu / (951) 827-5908

If you have questions about GSOE's Travel Expense Worksheet or reimbursement process, please contact:

Karen Naples, Purchasing and Travel Coordinator
karen.naples@ucr.edu / (951) 827-5976

Undergraduate Student Travel and Professional Development Support Checklist

Pre-Conference/Professional Development Activity

Step One: Complete Application Packet

Application packet must include:

- ☐ Completed Application Form (see page 4)
- ☐ Signed support letter from GSOE Undergraduate Education Academic Advisor (electronic signatures are acceptable; see page 5)
- ☐ Proposal and/or application submitted to the conference or professional development activity
- ☐ Proof of acceptance, such as acceptance letter/email or copy of conference program
- ☐ Description of professional development activity (if applicable)
- ☐ Brief description of need for travel grant funding (not to exceed 150 words; see page 6)

Note: You are not required to register for a conference prior to applying for this travel grant.

Step Two: Submit Completed Application Packet by Applicable Monthly Deadline

Submit application packet to GSOE Interim Associate Dean, Dr. Robert Ream, via email at robert.ream@ucr.edu and copy GSOE Financial Operations Manager, Alison Rodriguez, at alison.rodriguez@ucr.edu. In the email subject line, please type: UNDERGRAD TRAVEL GRANT APPLICATION - Name.

You will receive an application status letter via email once your application has been processed.

Post-Conference/Professional Development Activity

Step One: Prepare for Reimbursement

- ☐ Complete the GSOE Travel Expense Worksheet available on the GSOE website
- ☐ Compile all required original receipts as listed on the Travel Expense Worksheet as well as proof of attendance (e.g. name badge)

Step Two: Submit Completed Reimbursement Packet

Submit packet to Karen Naples at one of the following locations within seven days of the last day of the conference or activity:

- ☐ Mailbox in Dean's Office, Sproul 1207
- ☐ In-person in INTS 4146
- ☐ Mail to UCR Graduate School of Education, Attn: Karen Naples, 900 University Avenue, Riverside, CA 92521

Joint Reimbursements

If you receive funding from another department on campus, please immediately notify Karen Naples as this will require GSOE to coordinate with the other campus department to process your travel reimbursement.

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GSOE Undergraduate Student Travel/Professional Development Funding

Application

Student Information

Name: **Student ID Number:**

Phone Number: **Email Address:**

Degree in Progress: **Education Major or Minor?:**

Degree Begin Date: **Expected Graduation Date:**

Conference or Activity Information

Conference or Activity Name:

Location (city & state):

Website:

Begin Date: **End Date:**

Participation Level: **Conference Presentation Type (if applicable):**

- ☐ **Conference Attendee**   ☐ **Poster**
- ☐ **Conference Presenter**   ☐ **Paper/Talk**
- ☐ **Professional Development Activity**   ☐ **Other (please specify)**

Funding Information
Please check all potential funding support for this trip.

- ☐ **GSOE Faculty Member**   **Estimated Amount:**

- ☐ **Other UCR Funding Support**   **Estimated Amount:**

- ☐ **Conference or Professional Scholarship**   **Estimated Amount:**

- ☐ **Other (please specify)**   **Estimated Amount:**

Certification
I agree to all terms of the GSOE Undergraduate Student Travel and Professional Development program and certify that the information provided in this application is accurate and complete to the best of my knowledge.

Student Signature: **Date:**

GSOE Undergraduate Student Travel/Professional Development

Support Letter

Student Name:

Conference or Activity Name:

Participation Level: **Conference Presentation Type (if applicable):**
☐ **Conference Attendee**   ☐ **Poster**
☐ **Conference Presenter**   ☐ **Paper/Talk**
☐ **Professional Development Activity**   ☐ **Other (please specify)**

Date:_____

I am writing to support this undergraduate student's request for funding support to attend the above listed conference or professional development activity. The student is in good standing, and this activity is beneficial to the student's professional development.

If applicable, the research to be presented was conducted at UCR.   __ Yes   __ No   __ N/A

GSOE Academic Advisor Name:_____

GSOE Academic Advisor Signature:_____

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GSOE Undergraduate Student Travel/Professional Development

Description of Need for Funding

Student Name:

Conference or Activity Name:

Brief description of need for travel grant funding (not to exceed 150 words):