



BALL STATE  
UNIVERSITY

## ASPIRE STUDENT TRAVEL GUIDE (Revised Summer 2022)

### Mission

The goal of the Student Travel Award Program is to provide funds to assist students with transportation expenses to **present** their work at a professional regional or national meeting or to **perform or exhibit** creative works. Funding is transferred directly to a student travel account within the department, not to the recipient.

### Eligibility

- Applicant must be enrolled during the time of travel at Ball State University, Burriss Laboratory School or the Indiana Academy as a Graduate Student, Undergraduate Student, Burriss High School Student - grades 11 or 12 or Indiana Academy High School Student - grades 11 or 12.
- Applicant must be presenting a paper, poster, etc. at a regional or national conference. Documentation of presentation acceptance or invitation is required at the time of application. Requests for creative arts presentations or performances should be competitive in nature (i.e., juried or invited).
- This award will not pay for open competitions, master classes, or professional development.
- All student projects require the support of a faculty mentor or advisor. Students must ask a faculty member to serve as a mentor for the project.
- *Students* may not hold this award for the same project as, or within the same fiscal year as an ASPIRE Research or Creative award, a Tucker Autism Research or Travel Grant, or a Hollis Award.
- **ASPIRE anticipates making approximately 60 graduate travel awards each fiscal year. Funding is limited.**

### Application Process

There is no formal proposal package required for this grant. Instead, please upload the following parts via [InfoReady](#):

- A copy of the acceptance of the presentation at the meeting or conference. This may be in the form of an email or letter from the conference organizer to the applicant or mentor, or a weblink to the conference program/agenda website, listing the applicant as a presenter.
- A 1 page Abstract of the presentation or performance.
- Travel Budget Request- a form available for download from the InfoReady application. Applicants should download the blank form and then upload the completed version to the InfoReady application.

### Application Deadline

- The deadline for student travel awards is the 15<sup>th</sup> of the month.
- Applications must be received during the month **prior** to travel. Applications received earlier may need to wait until the month prior to travel for review.
- Funding decisions will be made by the 30<sup>th</sup> of the month prior to travel.

### Funding Award Stipulations

- Only **one** travel grant per student will be awarded in a fiscal year.
- All travel must comply with the [BSU Travel Regulations and Procedures Manual](#).
- Award recipients must file the required Ball State travel documents (Travel Authorization, or TA) with their department at least 2 weeks **prior** to travel.
- International travel must comply with the [International Travel Policy](#), which requires [registration](#) as soon as possible.

- Awards can be used for either travel expenses or registration fees.
- Maximum award amounts are **\$300** for undergraduate students and up to **\$700** for graduate students.

#### **Final Report/Grant Closeout**

- There is no final report required for this grant program.
- Funds not claimed within 90 days of travel will revert back to the Aspire Program
- It is the award recipient's responsibility to file proper forms to claim grant funds. It is **NOT** the responsibility of the departmental clerical staff to see that grant funds are expended.

***If you need further assistance with this process, please contact Aspire at 765-285-1600 or [aspire@bsu.edu](mailto:aspire@bsu.edu)***