



**BALL STATE
UNIVERSITY**

Terry and Sandra Tucker Family Autism Research Grant STUDENT TRAVEL GUIDE

Center for Autism Spectrum Disorders & Sponsored Projects Administration

Mission

The goal of the Tucker Student Travel Award Program is to provide funds to assist students with transportation expenses to **present** their work related to autism at a professional meeting. Funding is administered directly by CASD and not awarded directly to the recipient.

Eligibility

- Applicant must be enrolled during the time of travel at Ball State University as a Graduate or Undergraduate Student.
- Applicant must be presenting a paper, poster, etc. at the conference. Documentation of presentation acceptance must be provided at the time of application.
- 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.

Application Process

There is no formal proposal required for this grant. Instead please submit the following information to the Tucker Grant Program via email at: tuckergrants@bsu.edu with the subject line: Tucker Student Travel

Application

- Application Cover Sheet for Student Travel
- 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.
- An abstract of the presentation or performance.

Budget Stipulations

The budget request for presentations of work at professional meetings should not exceed:

- **\$200** for state travel
- **\$300** for regional (Midwest) travel
- **\$500** for national/International travel

Application Deadline

- The deadline for student travel awards are the **1st of January, April, July, October**
- Applications must be received at least one month **prior** to travel.
- Funding decisions will be made by within 30 days of the date of submission.

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 with their department at least 2 weeks **prior** to travel.
- Awards can be used for either travel expenses or registration fees.

- Multiple students from the same department traveling to the same event can be awarded limited individual funding. When awarding multiple students from the same department, total award amounts will be capped at \$500 and individual awards depend on the number of students attending the same event.

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 Tucker Student Travel Program.
- It is the award recipient's responsibility to file proper forms and submit receipts or other travel documents 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 the Center for Autism Spectrum Disorders at 765-285-5260 or tuckergrants@bsu.edu