GUIDELINES FOR LYELL L. BUSSELL MEMORIAL SCHOLARSHIP FUND

GENERAL INFORMATION:

The Lyell L. Bussell Memorial Scholarship Graduate Fund provides monetary support for research and scholarly activities for graduate students in Teachers College, Ball State University. These funds are available to all students who are in approved graduate programs and in good standing with Teachers College and the Graduate School. Students may submit applications for more than one type of funding (travel and research). STUDENTS ARE ALLOWED ONLY ONE TRAVEL AWARD AND ONE RESEARCH AWARD PER ACADEMIC YEAR. The Bussell Fund Application is to be used for all funding requests. Applications will be reviewed on a rolling basis by the Teachers College Research Committee. Approved awards, per application, will typically range between $300 and $500.

DESCRIPTION:

TRAVEL FOR PRESENTING AT A PROFESSIONAL MEETING

The Bussell Fund provides supplemental funding for expenses related to travel for presentations by graduate students attending recognized state, regional, and national/international professional meetings. Funds are intended to assist with expenses such as mileage, airfare, lodging, registration fees, etc., that are not covered by other funding sources available to graduate students. STUDENTS MAY RECEIVE SUPPORT FOR ONE TRAVEL AWARD PER ACADEMIC YEAR. Applications are to be submitted in advance of the intended travel dates, requiring an APPROVED Travel Authorization number. Students will be asked to indicate other sources of financial support. Please note, this award is not retroactive. Applications submitted after-the-fact WILL NOT be considered.

RESEARCH INFORMATION

The Bussell Fund provides supplemental funding to help cover the costs of graduate research not covered by other funding sources available to graduate students. All types of research efforts related to graduate study may be considered, including dissertation and master's thesis research projects. STUDENTS MAY RECEIVE SUPPORT FOR ONE RESEARCH AWARD PER ACADEMIC YEAR.

APPLICATION PROCESS AND STUDENT RESPONSIBILITIES:

1. To access the Lyell L. Bussell Fund Application:
   a. Log into your MY BSU account and select Tk20 under Additional Tools.
   b. Click the "Applications" link located on the left side.
   c. Click the green "Create New Application" button.
   d. Select "Lyell Bussell Application" from the drop-down menu then click the green "Next" button.
2. Complete the Lyell Bussell Application **FOR TRAVEL** and include:
   a. signed statement of faculty support and recommendation.
   b. signed documentation verifying the expenses for which funds are being requested.
   c. one-page summary/abstract explaining the presentation.

3. Complete the Lyell Bussell Application **FOR RESEARCH** and include:
   a. signed statement of faculty support and recommendation.
   b. summary of the proposed paper.
   c. proof of IRB approval.

4. Click the green "Submit" button at the bottom of the page.

5. Reimbursement will occur upon submission of original receipts and required documentation:
   a. documentation of the presentation after you have traveled.
   b. the lodging receipt must be itemized with a zero balance. If you share a room with someone and are splitting the cost of the room, please include the name of the other person on the receipt. Lodging allowance varies depending upon the location. Please check with the department coordinator (per your notification e-mail) or refer to the Ball State University Travel Policy for details.
   c. mileage reimbursement will be figured according to the Ball State University Travel Policy. Gas receipts are not necessary (unless you have a rental car).
   d. miscellaneous expenses such as toll charges and parking are acceptable with an original receipt.
   e. the date and time you left and returned to Muncie.
   f. the mailing address where you would like your check sent.

6. **DO NOT PURCHASE GIFT CARDS WITH THESE FUNDS!**

9/06/17 dls