
SCHOLARLY STUDENT TRAVEL SUPPORT PROGRAM

NOTE: Applications are accepted on a rolling basis (no fixed deadline), but must be submitted **at least 30 days before** you intend to travel.

I. PURPOSE:

The Student Travel Support (STS) Program is offered by the USC Upstate Office of Sponsored Awards and Research Support (SARS). It provides financial support to offset the costs of students traveling to present the results of their faculty-mentored research, scholarly endeavors, or creative activities at a professional or scholarly meeting, symposium, performance, or exhibition. A faculty mentor submits the application, as they are the anchor for the research collaboration.

II. AMOUNT:

Up to **\$800.00** per student to offset travel, registration, and lodging expenses.

III. ELIGIBILITY:

Full or part-time USC Upstate degree seeking graduate and undergraduate students in good standing who will be presenting (or present at the event as a co-author) their faculty-mentored scholarly work/findings as part of a professional meeting, symposium, performance, or exhibition.

IV. REQUIREMENTS:

Proof of meeting registration and acceptance of submitted work for presentation (if applicable) must be submitted as supporting documents in the application (see #6 in Section V). Students supported by the STS program must adhere to all rules and guidelines pertaining to student travel at USC Upstate. **Students awarded STS support MUST work with the SARS Office's Administrative Assistant to complete a Travel Authorization form and make travel arrangements.** Upon returning from the trip the faculty mentor must complete a final report form; a link to the form will be emailed once the trip is completed and your mentor will have 30 days to complete the form. Faculty mentors will not be eligible to apply for future support through the SARS office if this Final Report Form is not completed.

V. APPLICATION PROCESS:

Applications to the STS program are accepted on a rolling basis as funds are available. Incomplete applications or applications for travel that has already occurred will not be reviewed. Faculty mentors must complete an application form and submit all the required materials **at least 30 days** before the travel dates. We suggest developing the application pieces (see below) in word, then copy and paste the application pieces into the appropriate parts of the form. The form will request the following information from you:

1) Application Formatting

Use the following page formatting when entering information into the application:

- a. Standard, single column format for the text
- b. Line spacing (single-spaced)
- c. Font Size: 11 point Arial (except for mathematical formulas, equations or special characters)

2) Contact Information

- a. Student Information
 - i. Name (**First Middle Last**)
 - ii. Major
 - iii. Status (i.e., undergraduate or graduate)
 - iv. Year (i.e., Freshman, etc.)
 - v. Group Trip
 1. If answer is yes, enter names of all students traveling
 - vi. Phone Number
 - vii. Email
- b. Faculty Mentor Information
 - i. Name (**Last, First**)
 - ii. Title
 - iii. Department
 - iv. Phone Number
 - v. Email
- c. Department Information
 - i. Chair/Dean/Director Name (Last, First)
 - ii. Administrative Assistant Name (Last, First)
- d. IRB or IACUC Approval

Note: If your project involves human or other vertebrate animal subjects in any way, you will need IRB or IACUC approval. Funding will not be granted for such projects that have not been approved by the IRB or IACUC. You are responsible for compliance issues associated with the use of human or other vertebrate animal subjects consistent with USC IRB & IACUC protocols. *You may apply before approval is secured; however, if your proposal is awarded, funds **cannot** be distributed until the project is approved.*

See the website of the Office of Research Compliance – https://sc.edu/about/offices_and_divisions/research_compliance/index.php for additional information.

3) Travel Information

- a. Conference/Event [Student Last Name]
- b. Destination
- c. Date Leaving
- d. Date Returning

4) Travel Budget Information – you will be asked to provide estimated costs associated with each item below.

- a. Airline
- b. Baggage
- c. Round Trip Mileage – (Multiply total trip miles by the University's current mileage rate. Current mileage rate effective 1/1/20 is 53.5 cents per mile.)
- d. Ground Transportation
- e. Registration

- f. Meals – **No reimbursement on single day trips** (In-State: \$8/breakfast, \$10/lunch, \$17/dinner. Out of State: \$10/breakfast, \$15/lunch, \$25/dinner)
- g. Parking
- h. Hotel
- i. Estimated Total Trip Costs (Auto-calculated by form)
- j. Are you seeking funds from any other USC department?
 - i. Funding Source: (if yes)
 - ii. Amount Requested Other Sources: (if yes)
- k. Amount Requested from SARS – (\$800 max)

5) Project Information

- a. Project Abstract/Summary
- b. Are you the presenter or coauthor on the work to be disseminated?
- c. Is this trip related to a student organization or club? If so, which club/organization?
- d. Describe in detail how the funds will be used.

6) Supporting Documents

- a. Proof of Travel Budget Costs (Please attach all relevant trip cost estimates as ONE PDF attachment):
 - i. Registration/acceptance (REQUIRED)
 - ii. airfare
 - iii. baggage fees
 - iv. map of round trip miles
 - v. ground transportation (estimate of taxi/bus/subway fees)
 - vi. parking fees
 - vii. hotel
 - viii. Proof of IRB or IACUC Approval (if required for project)

VI. APPROVAL CRITERIA:

This is a competitive program. Applications will be reviewed based on the following criteria: (1) the merit of the work being presented; and (2) the quality of the event that the student will be attending.

VII. QUESTIONS:

Please direct all questions regarding this program and the application process to:
Dr. Melissa Pilgrim; (864) 503-5781; mpilgrim@uscupstate.edu.

Revised: 8/27/2020