

# Student Senate Research Foundation

## Application for Conference/Presentation Grant

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This form is for completed projects that have been accepted for presentation at an academic conference. Grant monies can be used for travel, accommodations, registration, fees and other costs associated with the presentation of your project. 400 dollars is the maximum amount allowed per grant request. All grant recipients will be expected to keep accurate financial records / receipts of their grant expenditures and provide this documentation to the Student Senate Research Foundation upon completion of the presentation. Grant recipients may also be required to make an informal presentation of their project at an annual donor reception. Applicants for conference funding **DO NOT** need to fill out the full grant application. Only submit the items listed on the forms titled "Application for Conference/Presentation Grant."

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Current Student Status: [Freshman] [Sophomore] [Junior] [Senior] [Senior Plus]

Requested grant amount: \$ \_\_\_\_\_

Have you previously received any other grant funding from the Student Senate Research Foundation?

Yes \_\_\_ No \_\_\_

If yes, how much, in total, have you received? \_\_\_\_\_.

Have you applied or will you apply to additional sources for funding of this project?

(e.g., other Departments, external grants, etc.) [ ] yes [ ] no

If yes, please elaborate

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In addition to this form, you must also attach the following information:

- An Abstract / summary of the project or paper that you will be presenting.
- The Date, Location, and background information on the conference you will be attending.
- A budget statement listing the amount requested and the purpose for each cost. This should be an itemized statement providing as much specificity as possible. Attach as much supporting documentation as possible. This should take the form of Conference Proceedings, receipts, registration letters, etc. **Millage is reimbursed at the College rate, by mileage rather than gas expense.** Records for travel expenses should be kept and recorded in a manner consistent with the College's travel reimbursement form, excerpted below:

#### Actual Expenses

Date	Personal auto mileage	Personal auto mileage expense (.55/mile)	Parking & Tolls	Air/Bus/ Rail Fare	Local taxi, Car Rental etc.	Lodging Expenses	Meals	Other		Total
								Description	Amount	
		0								0
		0								0
		0								0
Totals		0	0	0	0	0	0		0	0

Send all application information: **Brad Bosserman**, Director, Student Senate Research Foundation

Student Leadership Office in the Cook Carriage House

Contact him at [bossebra@aquinas.edu](mailto:bossebra@aquinas.edu)