**Generación STEM Request for Travel Funds**

When requesting Generación STEM funding to attend a professional conference or workshop, certain criteria is required to be met to justify the use of grant funds. This application must be submitted in the early stages of planning to attend a conference. Once approval is obtained, the Generación STEM Grant Senior Secretary will facilitate travel arrangements and conference registration. Required materials and information necessary to coordinate registration and travel should be provided to the Grant Senior Secretary in a timely manner that aligns with institutional policies.

To apply for an award, submit the following itemized information

1. Applicant name, position, supervisor contact information and personal contact information.

2. Name and description of meeting

a. Sponsoring organization, place and date(s)

b. Size and profile of expected audience

c. Significance of the meeting

3. Applicant role and engagement in the meeting (paper presentation, poster, etc.)

4. Opportunities to promote Generación STEM (wearing TXST clothing is NOT a favored means of achieving this goal)

5. The value of the meeting to applicant’s role-related research, outreach or professional development (be specific)

6. Funds required for the proposed travel

a. Include a statement of expected expenses

b. Portion provided from other sources

c. Reason the entire cost cannot be paid from other sources

**Attachments (please assemble into a single PDF file using Adobe Acrobat):**

 a. Meeting advertisement/announcement if available limit to two pages please)

 b. Supervisor’s statement of support addressing value of travel to applicant

c. Submitted abstract for a paper or poster presentation (if applicable)

Submission and Selection

 Proposals should be submitted as a single ***electronic pdf file*** to the Grant Director of Generación STEM carolyn.chang@txstate.edu. **NO paper proposals will be accepted.**

**Final Report**

Each recipient of travel funding from Generación STEM **must** submit a final report with the proof of their travel documents. The report should include:

* A cover-page
* A brief report detailing the conference, seminar, or workshop and how this experience benefited the recipient related to their role within the Generación STEM program (1-page maximum).
* A complete tabulated budget (using example budget format) for the actual cost of travel.