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**Service Learning Student Travel Grants**

**Application Deadline: Please Consult the Service Learning Initiative for Updated Date**

**Application.** All forms must be submitted electronically using the [Service Learning Student Travel Application Form](https://forms.office.com/r/mRWt6Quy4H?origin=lprLink).

*Please review the attached information before submitting this form. Forms that are incomplete or incorrectly filled out will not be reviewed.*

**General Information.** The goal of service learning student grants is to assist in the cost of travel for students engaged in service learning for the purpose of:

* Presenting a paper, poster, or other type of official presentation, or serving on a panel at a conference, workshop, or symposium based on their service learning class or research.
* Participating in an interactive workshop or symposium related to research.
* Collecting data related to service learning based research.

**Travel Regulations.** Travel must take place in the United States. Available funds can be awarded to domestic locations *only*. Student proposals can be awarded up to $1,000 for travel.

**Applicant Eligibility.**

1. The student must be actively engaged in service-learning research or be presenting information/ results from participation in a service learning class. Students must be enrolled full time at time of travel in order to receive funds.
2. The student’s home academic department must be willing to facilitate travel (submitting travel request forms and managing all expenses). Expenses up to the award amount will be transferred to a Service Learning cost center once travel is complete.

**Final Requirements of Successful Applicants**

* All travel arrangements must be managed by the awardee's home department.
* Submit an end-of-year impact report (1 page plus photos) by June 15 to the Service Learning [Travel Grant Documentation Form](https://forms.office.com/r/PM6ARdbjhv?origin=lprLink)**.**
* The end-of-year impact report should be 1-2 pages, single-spaced, 1-inch margin, Times New Roman 12-point in Word format.
* The report should describe: (a) where you travel(ed), (b) what class this travel is/was for (if relevant), (c) how the travel experience is/was used as part of the service learning experience, and (d) impact of use - What does/did this travel experience help to achieve? How many people and/or community members were impacted?

**Budget Proposal:**To check out the budget proposal template, click [**here**](https://servicelearning.uark.edu/student-resources/StudentTravelGrantBudgetTemplate.xlsx)**.**

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*Below is a list of information you will be expected to provide on the submission site.*

**Background Information**: You must provide the following information.

1. **Amount Requested.** Indicate the Travel Grant total amount you are requesting (no greater than $1,000).
2. **Service Learning Proposed Travel Budget Form**. Download and fill out the **Budget Proposal Form** [here](https://servicelearning.uark.edu/student-resources/StudentTravelGrantBudgetTemplate.xlsx). Upload a copy of the form.
3. **Clarify Travel Request.** State whether this travel is related to a service learning class or a service learning based research project.
4. **Course Information.** List the Alpha, number, Section, and Title of course if applicable.
5. **Identify what your research is related to.**  Thesis, Independent Research, PhD
6. **Ensure your research has been designated as service learning.**
7. **Identify the name of your Service Learning community partner / organization.**
8. **Student Information.** Provide student name, ID, email , phone, hometown, and home state.
9. **Credit Hours.** List the number of credit hours competed towards the degree and the number you are enrolled in this semester.
10. **Education.** List your College(s), Majors(s), Minors(s)
11. **Student Classification.** List your current classification (list based on the number of years you’ve been in college, not by credit hours earned).

**Application Upload.** Please include the following items in your application. All of these documents must be combined into **one** pdf document. ***Caution****: Uploading the documents individually will result in one overwriting the other, resulting in an incomplete proposal that will be disqualified****.***

1. **Academic Resume**. Submit a resume (*no more than two pages*) following the formatting guidelines for your discipline and/or college. Your resume should be a succinct, compelling outline of your experience and academic work, and should include the following components:
	1. **Education**: GPA, degree plan, number of service learning hours and total number of hours completed, and class standing (sophomore, junior, senior, graduate).
	2. **Service Learning Class Experience**: List any service learning courses you have completed or are enrolled in.
	3. **Service Learning Research Experience**: If you are already engaged in service learning research explain it briefly.
	4. **Honors & Awards**: Scholarships, previous grant funding, etc.
	5. **Relevant Experience**: Leadership experience, community service, work experience, significant hobbies.
2. **Transcript**. Provide an unofficial copy of your transcript. You may download it from UAConnect. Please be sure your transcript includes all semesters enrolled at UA as an undergraduate and/or graduate student (*if applicable).*
3. **Travel Grant Essay**. In 500 words, thoroughly describe the purpose of and justification for your intended travel, including your role, and the relevance and impact of this travel on your academics, research and service learning.
4. **Daily Itinerary** . Prepare a daily itinerary, including dates of travel and the activities for each day of travel.
5. **Confirm** **Student Status.** Confirm you will be enrolled as a student at the time of travel. Travel can only be awarded to full time students at the time of travel. Any questions, contact Lisa Bowers at lmbowers@uark.edu.

**Reimbursement Process.** Funding is available as a post travel reimbursement process. All of your travel must be managed by the department selected by your service learning course instructor or service learning research mentor. It is critical to get approval from your instructor/mentor before submitting this grant application. You will need to submit the following.

1. Name of the department managing the travel process and paperwork.
2. Name of that department head.
3. Department head email / contact information.
4. Will that department provide travel accident insurance for you from the University?

**Instructor/Mentor Information.** Please provide the following information about your service learning instructor or research mentor.

1. Name
2. Email
3. Department
4. College

**Travel Information**. Tell us about the following information regarding travel.

1. Will you travel with your instructor/mentor?
2. Indicate the city of travel
3. Indicate the state of travel
4. What is your departure date?
5. What is your return date?
6. **Big Picture Importance Statement**. In 3 sentences or less, in big picture terms and language that a general audience can understand, explain what makes your travel significant and service learning based.

*Example: I will be working with an elementary school teacher to develop new lessons plans that engage autistic children in class activities. I am designing a new patient check in process to improve efficiency at a local walk in medical clinic.*

**Purpose of Trip\***

Presentation of Conference Paper (must be presenting to receive grant funds).Actively participate in a research activity.