**Fleming Student-Faculty Collaborative (SFC)**

**Fund for Research and Creative Endeavor 2023-2024**

**Application for Presentation Award**

**Presentation Awards** – the Presentation Award has an open application deadline. Proposals should be submitted as soon as the student has been accepted to present at a scholarly venue. Please allow the committee a turn-around time of approximately 10 days to review your proposal.

This application will consist of four parts:

1. Accepted Abstract
2. Description of Activity
3. Project Budget and Budget Justification
4. Faculty Recommendation

The purpose of this award is to cover expenses for **students** whose scholarship (research or creative endeavor) has been accepted for presentation at a conference, exhibition, or similar event. Allowable costs may include registration fees, cost for presentation materials (e.g., posterboard, copies), hotel accommodations, gas mileage, flight costs, per diem, etc.

Personal travel of students, faculty, and staff must follow the Centers for Disease Control and Prevention (CDC) and Lincoln-Lancaster County Health Department (LLCH) guidance for recommended testing and/or quarantine.

The collaborating faculty mentor must send an electronic copy of the completed application and associated documents to Carrie Meeske Holloway and the Academic Affairs Office.

1. Accepted Abstract – please provide an abstract of scholarship that has been accepted for presentation. Additionally, please attach a copy of the acceptance letter.

Please type abstract here.

1. Description of Activity – if more than one student of faculty member is involved, please provide personal information for each involved member.

**Name of Student Collaborator:**

**E-mail Address:**

**Mailbox:**

**Major:**

**Year (i.e., freshman, sophomore, junior, senior):**

**Name of Faculty Mentor:**

**E-mail Address:**

**Department and Division:**

**Title of Project:**

**Total Amount Requested on Budget Sheet:**

**Date of Presentation:**

**Questions** – please address each question in the order presented. Total length of the description of activity may **not** exceed two pages. Please use Times New Roman, 12-pt. font.

1. Describe the sponsoring organization.
2. Please give information about the convention/conference (e.g., dates, location, conference program). Additionally, attach a copy of a convention announcement, or provide the sponsor’s website that shows an announcement of the convention/conference.
3. Describe your planned involvement. What other activities besides your presentation are you planning?
4. Describe the role of your faculty mentor. How will s/he/they be involved?
5. Project Budget – your itemized budget proposal must be submitted on the provided Excel spreadsheet. All expenses should have documentation supporting the cost (supply a copy of a price list or website order form, etc.). You must identify **priority needs** and **total minimum amount needed in case the full project cannot be funded.**

**Narrative Budget Justification** – using this document, please explain your budget proposal. Be sure to describe each line item and the justification/basis of the cost. For both the narrative and itemized budget, be sure to consider the following:

1. Registration fees
2. Supplies for presentation (e.g., posterboard)
3. Travel: e.g., hotel accommodations, flight costs, gas mileage, Uber/taxi services, per diem

**Please note:** Proof of expenses and receipts for all expenses must be provided to Carrie Meeske Holloway within **two** weeks of the conference/convention/presentation. Failure to submit appropriate documentation for all expenses may result in loss of funding.

1. Faculty Recommendation – please have your faculty mentor write a letter of recommendation to the SFC Committee. In the letter, the faculty member should address the following:
	1. Explain the value of the student’s project.
	2. Explain your collaboration on the project. If attending the event with student(s), how will you mentor students during the conference?
	3. Confirm that the budget needs are accurately noted by the student. Why or why not?
	4. Determine if there is anything else the SFC Committee should know about this project.