

# CONNECT TRAVEL GRANT GUIDELINES

The purpose of the CONNECT Grant program is to provide funding support for SUU undergraduate students who want to take their education beyond course requirements and to do something beyond standard course work, that is different, out-of-the-box, and exceptional. The library is anxious to support students who are being held back from taking their education to the next level due to a lack of funding. CONNECT Travel Grants provide awards up to \$750, on a competitive basis, to assist students to travel in support of conference papers, presentations, performances, etc.

**SUBMISSIONS:** Grant proposals may only be submitted through the CONNECT Online Proposal Forms. All potential grantees should read and follow all of the grant guidelines and comply with grant deadlines. Expedited reviews may be requested for unusual or emergency situations. Send requests to: [connect@suu.edu](mailto:connect@suu.edu).

**Deadlines** -- *Fall Semester* - 2<sup>nd</sup> Friday in October, 2<sup>nd</sup> Friday in November  
*Spring Semester* - 2<sup>nd</sup> Friday in February, 2<sup>nd</sup> Friday in March  
*Summer Semester* - 2<sup>nd</sup> Friday in June

## Guidelines

### ***Student and Project Mentor Information***

1. CONNECT Travel Grants are open to all SUU undergraduate students, regardless of major or course of study. Priority is given to upper-division students (Juniors and Seniors)
2. All travel grant submissions must be made using the CONNECT Travel Grant online proposal forms.
3. All grant projects must have an active and confirmed faculty, staff, or professional mentor. Mentors must submit a CONNECT Mentor Support Form confirming their participation for every grant project they are supporting as a mentor. Mentors should review student submissions to ensure that the information and budget are complete and accurate.
4. A complete grant proposal includes BOTH a CONNECT Travel Grant Proposal Form AND a CONNECT Grant Mentor Support Form.

**Students are limited to one Travel award per project and one Travel award per academic year.**

5. Groups: CONNECT Grants are for student advancement and enrichment and are NOT awarded to departments or programs. When more than one student is traveling by car to the same place/venue/conference the CONNECT Travel Grants program strongly encourages students to travel together. Students traveling together should each request their portion of the total transportation cost in their individual budgets. Multiple requests for individual transportation to the same place/venue/conference will be reviewed on a case-by-case basis and only funded in exceptional situations.

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## ***Travel Description***

6. *Project Title:* Choose a title that is descriptive and specific.
7. *Itinerary:* Include both your point of departure and your destination. The Travel Start Date must be at least 1 month after the Grant Proposal Deadline.
8. *Total Travel Cost:* This should be the total amount you are expecting to spend on travel.
9. *Grant Travel Funding:* This is the total amount of CONNECT Grant funds that will be spent on your travel.
10. *Additional funding:* List here all the additional funders providing support for your travel. Identify each source and the amount they will provide. Priority is given to projects that have additional support beyond the funds being requested from the CONNECT Grant program. Additional funds may come from university colleges, departments, programs, or outside funding including commercial and private entities.

## ***Project Summary***

11. *Project Abstract:* This section should explain the scope of your travel, where you are going, why you are going, and what you hope to accomplish. Share details about the project you will be reporting, performing, etc. while traveling.
12. *Moving Beyond:* Describe how the travel will take your learning beyond the classroom and allow you to learn/perform at a level not possible without CONNECT Grant funding (250 word maximum).
13. *Personal Impact:* Clearly explain how the project takes your learning beyond the classroom and provides you an opportunity and/or allows you to perform at a level not possible without Library URC Grant funding (250 word maximum).
14. *Budget Narrative:* Briefly describe the budget costs and why they are needed to complete the travel.
15. *Budget:* Your budget must list every expense required to complete your travel NOT just the portion you are seeking to cover using CONNECT Grant funds. The budget should be itemized with a cost for each item. The total cost for the project and the portion proposed for grant funding should be clearly delineated as illustrated in the Sample Budget. CONNECT Travel Grants may be used for the types of travel costs listed in SUU policies and instructions governing university travel. CONNECT Travel Grants do NOT fund student wages salary, benefits, or indirect costs.
16. *Reimbursement:* Travel Grant funding is dispersed as a reimbursement for grant project expenditures for which there are appropriate receipts or invoices. Grant reimbursements can be transferred to a department or area that makes purchases in support of a student project or they can be made directly to the student.
17. *Awards:* Grant awards will be made within 2 weeks following the posted deadline.

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## *Report*

18. A summary outlining the travel project (1 page minimum) must be submitted to the CONNECT Grant program within 30 days of completion. You should provide photographs that illustrate your project's success where appropriate. Send to: [sparc@suu.edu](mailto:sparc@suu.edu)