Russ College of Engineering and Technology

rUSS vISION

conference participation Fund

**Proposal Receipt Deadline: 4:00 pm, 3rd Wednesday of the Semester (Fall and Spring)**

Example: January 30, 2019

Notification of Award: End of 5th Monday of the Semester (Fall and Spring)

Example: February 11, 2019

**STATEMENT OF PURPOSE**

The Russ Vision Conference Participation Fund (RVConF) is intended to provide support for undergraduate students to attend conferences hosted by professional, technical or national organizations in order to present research, represent the Russ College, or for professional development. The proposal to attend a conference must be prepared and submitted by the undergraduate student(s) that will be attending the conference.

Awards will support the following:

* Travel to and from the conference site,
* Conference Registration, and
* Hotel costs.

Funds will be available through the academic year only, therefore **June 1st is the last date available for ALL expenditures.** If an extension is needed, a deadline waiver must be requested. Without this waiver, funding will be halted on the day of the deadline. The maximum award provided by this program is $5,000 with the requirement that the student(s) home department in the Russ College support 25% of the total costs and the student(s) support 25% of the costs via fundraising or personal funds. The Russ College will only support 50% of the total costs associated with RVConF awards.

**ELIGIBILITY**

Undergraduate students must be enrolled in the Russ College of Engineering and Technology on the Athens campus of Ohio University and in good academic standing (not on probation and with a GPA of a 2.0). Students must be enrolled and maintain undergraduate student status during the conference period.

**REVIEW AND EVALUATION/SELECTION CRITERIA**

The Assistant Dean for Student Services will review the proposal for professional development benefits for the student(s). Preference will be given to student(s) that have not been funded during the current academic year, those that are presenting papers and those related to the professional societies related to a department of the college. ***Any proposal that has been submitted or written by a faculty member will be automatically disqualified from funding.***

**AWARD REQUIREMENTS**

All ConF recipients are required to submit a report within one week of return to campus from the conference event describing the professional development activities, seminars or presentations that were attended or conducted by the student(s). The format of the report is provided in Appendix B. The report must be emailed to the Assistant Dean for Student Services by 3 pm within one week of attendance. An inability to provide a report will suspend all funding that has yet to be allocated and may disqualify the student(s) or student group from future student funding opportunities.

**In order to receive either reimbursements, students must coordinate with Brenda Sinclair in Stocker 120.** Travel arrangements and purchases must be coordinated with the following individuals in your home department. Home department indicates the department in which the faculty advisor is located:

AVN: Theresa Meyer

CE: Helen Watson

ChE: Carrie Linscott

EECS: Becky Andrews

ENT: Brenda Sinclair

ETM: Bonnie Behm-Geddes

ISE: Michelle Schall

ME: Stephanie Walker

**PROPOSAL PREPARATION GUIDELINES**

Please review the guidelines before submitting a proposal. Very meritorious proposals may not be funded because guidelines are not followed and information needed to make an informed, objective decision is not available. ***The proposal must be written by the student with review and approval of the faculty advisor, as appropriate.***

The application **must** contain the following: a (1) cover page, (2) proposal narrative, (3) budget, (4) conference documentation and (5) Department Chair and/or Faculty Advisor’s support letter.

1. **COVER PAGE:**

Complete the cover page (see Appendix A). Signatures **must** be obtained by the applicant and are required on the submitted proposal. The cover page **must** be the first page of the proposal.

1. **PROPOSAL NARRATIVE**

The proposal narrative **must** be no more than 5 (5) double-spaced pages with 12-point type(Times New Roman or Arial)that is clear and legible. Figure, charts, tables and figure legends and footnotes may use a smaller font size and may be single-spaced but **must** be clear and readily legible. Margins **must** measure one inch (1") or greater on all sides. Please note, any proposal not conforming to the format requirements may be returned without review.

The goal of the requirements for type size, spacing, and margins is to provide legible documents of roughly similar length. Please review all electronic attachments before submitting.

The proposal narrative must include the sections listed below (Please use these section headings in the proposal). Students are encouraged to use the first person narrative style.

**Proposed Activity Description:**

Describe the proposed conference activity. Avoid jargon or terms unique to the discipline. If you must use such terms, please define them so the reviewers can understand your proposal.

Timelines:

Provide an expected timetable for the conference activity (e.g., when is conference registration due, when will your travel be booked (if applicable), what are the dates of travel and when is the conference).

**Student’s Role:**

Describe your role in attending the conference. If you are working with other students or a faculty advisor or if this is part of a larger continuing project, detail your contribution.

**Significance:**

Describe the significance of this professional development opportunity and what you intend to take away from this experience.

1. **BUDGET:**

This section is limited to one (1) page and must utilize the RVConF\_Budget Form in MS Excel.

You are required to attend an orientation at a date that will be communicated to you via email once your proposal has been selected for funding. Failure to attend will result in forfeiture of award funds.

Budget expenditures encumbered before the award date will not be reimbursed.

Funding is provided to cover the cost associated with travel to and from the conference site, conference registration, and hotel costs. Receipts will be required as they are available to verify costs.

Note, RVConF funding for hotel accommodations is limited to two nights. All travel rates must comply with Ohio University accepted rates as indicated by the Finance Department at: <https://www.ohio.edu/finance/procuretopay/procurement/travel_services_resources.cfm>

1. **CONFERENCE DOCUMENTATION**

Provide a flyer, handout or web documentation detailing the dates of the conference and/or program indicating proof of presentation, sessions planned to be attended and other professional development activities that are planned.

1. **LETTER OF SUPPORT**

The advisor’s endorsement letter must not exceed one (1) page and may be single-spaced. The advisor may email the letter separately from the application. The letter **must** be received prior to the deadline and the student should note in the application that the letter will be emailed separately.

The endorsement must include: (1) an assessment of the student’s interest and participation in the proposed conference, and (2) the perceived benefit of the conference activity to the professional development of the student.

**PROPOSAL SUBMISSION**

The student must submit one copy of the proposal (with required signatures) either electronically\* or hard copy to the Assistant Dean for Student Services ([sallarg1@ohio.edu](mailto:sallarg1@ohio.edu), Stocker 118) prior to the deadline.

\*Electronic copies must be submitted as a single file in Adobe Acrobat format (Mac users must include the file extensions .pdf in the file name). Electronic copies **must** contain the entire proposal unless authorized prior to the deadline.

**Appendix A**

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Cover Page

Student’s Name:

Ohio University email address: Telephone:

Athens address:

Class rank: (circle one) Freshman Sophomore Junior Senior

Expected Graduation Date: Academic Department

PID (from student ID card): GPA:

Faculty Advisor’s Name: Email address:

Sponsoring Department or Center

Name of Conference:

Location of Conference:

Dates of Conference Attendance: to

Name of Paper Presenting:

Authors of Paper:

Total amount of money requested in this application: $\*\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*(May not exceed $5000 total)

We, the undersigned, have read the Guidelines for this fund and understand the responsibilities we undertake should funding be received. We will comply with the requirements to submit monthly project reports and a final report. We certify that the application has been written and completed by the student.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair/Center Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX B**

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CONFERENCE REPORT

(AWARD DESIGNATION NUMBER)

(CONFERENCE ATTENDED)

(sTUDENT NAME)

(FACULTY aDVISOR’S nAME)

PROFESSIONAL dEVELOPMENT sUMMARY:

(Describe the significance of this professional development opportunity and what you took away from this experience. What sessions did you attend? Do you feel you were adequately prepared for your presentation, if applicable? What do you think you should have done to prepare yourself better? What networking opportunities did you take advantage of? Do you feel other students would benefit from this type of opportunity?)

Conference eXPENDITURES sUMMARY:

(Provide a table comparing the status of actual verses proposed expenditures. An example is provided below.)

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Line Item | Proposed Costs | Actual Costs | Remaining |
| Mileage Costs | $200.50 | $181.00 | $19.50 |
| Hotel Costs | $100.25 | $100.25 | $0 |
| Conference Registration | $100.00 | $100.00 | $0 |
| Total Project Costs | $400.75 | $381.25 | $19.50 |