**UVU COLLEGE OF SCIENCE**

**Scholarly Activities Committee (SAC)**

**2024 STUDENT PROPOSAL FOR DISSEMINATION**

Students who have had scholarly work accepted at an appropriate conference or other venue may submit this proposal to obtain funds for travel (if they have not exceeded their lifetime SAC dissemination award limits\*). These awards are to be used as supplemental funds to URSCA dissemination awards received through the Innovation Academy. URSCA dissemination awards are not available between April 1 and September 1. Apply for SAC dissemination awards for conferences during that time frame if the students have not been accepted to present at a conference by April 1. If a conference is early September, apply for SAC only, unless there is time to arrange for travel with URSCA approval after Sept 1.

Students will work with faculty mentors to complete this form. When finalized, the faculty mentor(s) and faculty who will be accompanying students (if not the faculty mentor) at the conference will sign and forward the proposal to the Department Chair. Upon review and approval, the signed Word document will be emailed by the Chair to the COS Associate Dean SAC representative for final approval. (Typed signatures are acceptable.) Faculty should begin a Concur Request as soon as possible for travel. If the Department Chair approves, faculty may use a department index number until the URSCA/SAC index numbers have been given. Once travel is complete, the appropriate index numbers will be assigned to pay for the travel.

**Criteria for submission:**

Students’ scholarly work (poster, paper, or oral presentation) must be accepted at the conference. After acceptance and before submission of this form, students should apply for an URSCA dissemination award.

Use the following link for Innovation Academy applications:

[Apply for Funding | Student Research | Undergraduate Research (uvu.edu)](https://www.uvu.edu/undergrad-research/student-research/apply-for-funding/)

URSCA is open for funding from Sept 1 – April 1 of an academic year. If students have not been accepted to present at a conference by April 1, students should only apply for SAC dissemination. If conference expenses or travel will be completed in different fiscal years, budget tables for both fiscal years should be given in the SAC form. (A fiscal year is July 1 – June 30).

If an abstract submission fee is required, students will complete only **part a** of the Budget Section. After the project’s abstract is accepted for presentation, students will apply for an URSCA Dissemination award through the Innovation Academy for other travel costs associated with dissemination. See last page for an excerpt from the SAC Guidelines for more details. \* (If the conference is during summer, complete the entire SAC proposal, as URSCA is not available.)

A maximum of two students per project may be awarded dissemination funds. If multiple students and several projects from a department are presenting at a conference, only one proposal submission is necessary. Multiple individual proposal submissions from a department for a conference are also acceptable. Include abstracts and attach acceptance emails for all presentations. If URSCA dissemination award(s) have been received, include the awarded amounts, and attach the itemized URSCA budgets.

1. **Conference information:**
   1. Name of conference:
   2. Dates of conference:
   3. Location of conference:
   4. Web address for conference:
   5. Please describe why this conference is appropriate for the student(s) field of study and career goals. For a presentation at an international conference, please describe why this conference is more suitable than any domestic conference.

**For multiple accepted presentations of students attending the same conference, copy and repeat steps 2 – 10:**

1. Title of project/presentation:
2. Faculty Mentor
3. Has the project been accepted for presentation? **If so, include the acceptance email**. If not, why?
4. Is the project considered biochemical research? Y or N
5. **1st student presenter:**
   * 1. Name:
     2. Email:
     3. UVID:
     4. Credit hours earned: # total credits \_\_\_\_\_; # of UVU credits \_\_\_\_\_\_; # transfer credits \_\_\_\_\_;
     5. Anticipated date of graduation:
     6. Major:
     7. Plans after graduation (enter job force, graduate school, medical school, etc.)
6. **2nd student presenter, if applicable:**
   * 1. Name:
     2. Email:
     3. UVID:
     4. Credit hours earned: # total credits \_\_\_\_\_; # of UVU credits \_\_\_\_\_\_; # transfer credits \_\_\_\_\_;
     5. Anticipated date of graduation:
     6. Major:
     7. Plans after graduation (enter job force, graduate school, medical school, etc.)
7. Names, UVIDs, email addresses of other students involved in the project (Note: Only two students/project will be considered for a SAC dissemination award.)
8. Abstract of the presentation:
9. Have the student presenters applied for an URSCA dissemination award from the Innovation Academy? If not, why? If yes, how much was awarded? (Please attach the URSCA budget.)
10. In some cases, the faculty mentor will not attend the conference, and the student(s) will instead be accompanied by another faculty member. Will faculty mentor be attending conference? If not, what faculty will be accompanying students to the conference? (The faculty who agrees to travel to the conference with students must also sign the form.)

**BUDGET SECTION**:

* 1. Conference and abstract submission fees (Add additional categories, if necessary.)

|  |  |
| --- | --- |
| Membership Fee/student (if applicable) |  |
| Conference Registration Fee/student (if applicable) |  |
| Abstract submission fee (if applicable) |  |
| # students |  |
| **TOTAL REGISTRATION FEES** |  |

* 1. Transportation (Fill out i or ii)
     1. If travelling by air:
        1. Airfare:

|  |  |
| --- | --- |
| Travel dates |  |
| Arrival City |  |
| Cost per ticket |  |
| Number of tickets |  |
| **AIRFARE COST** |  |

. \*Use Frontrunner or Trax to travel to/from SCL airport, when possible

* + - 1. Other travel associated with travel by air (e.g., train, Rideshare, etc.).

Add rows as necessary:

|  |  |
| --- | --- |
| **Description** | **Cost** |
|  |  |

* + - 1. **Total Travel Cost by Air (add (1) and (2)): Total**

|  |
| --- |
|  |

* + 1. If travelling by UVU vehicle**++**:

|  |  |
| --- | --- |
| Round-trip (RT) miles to conference from UVU Orem Campus |  |
| Number of students/faculty travelling in the vehicle(s) |  |
| # of vehicles |  |
| Vehicle rate/mile according to type from UVU Fleet Operations |  |
| Mileage cost: Vehicle rate/mile x RT miles x # of vehicles |  |
| $20 service fee/vehicle x # of vehicles |  |
| **TOTAL VEHICLE TRAVEL COST** |  |

**++**Students must carpool in an approved UVU vehicle. Students will not be reimbursed for personal vehicle use. Faculty may not transport students in personal vehicles.

**+++**see <https://www.uvu.edu/fleetops/> for information.

* 1. Lodging

|  |  |
| --- | --- |
| Lodging arrival date |  |
| Lodging departure date |  |
| Total number of nights |  |
| Hotel name |  |
| Room cost per night |  |
| Number of rooms |  |
| **TOTAL LODGING COST** |  |

* 1. Food

Student per diem is limited to the GSA.gov dinner only amount at the destination. If return travel ends before standard dinner time, the dinner allotment should not be asked for on that day.

|  |  |
| --- | --- |
| * + - * 1. # of Students |  |
| * + - * 1. Number of days of **dinner only** per diem |  |
| * + - * 1. **Dinner rate** (Check GSA.gov for dinner rate at location) |  |
| **TOTAL Dinner Only PER DIEM (a x b x c)** |  |
|  |  |
| **TOTAL Dinner & Incidentals** |  |

* 1. Poster Printing:

Posters must be submitted electronically to Mike Bird ([mike.bird@uvu.edu](mailto:mike.bird@uvu.edu)) at least one week prior to departure for the conference. Rush printing is **not** available through the COS. If needed, rush printing must be paid for out-of-pocket and is not eligible for SAC funds. UVU Printing Services or off-campus businesses may be able to accommodate rush printing. Posters must adhere to the UVU standardized guidelines for colors, font, and marketing. Contact Mike Bird for poster guideline standards. For COS faculty and students, the cost is $1 per ft2. Prices are higher for non-COS printing. (Add rows, if necessary, for multiple posters for students travelling to the same conference)

|  |  |
| --- | --- |
| Area of poster (L X W), ft2 |  |
| **TOTAL COST OF POSTER PRINTING (= area X $1/ft2)** |  |

* 1. Amount awarded from URSCA for each student and/or other sources (add lines as necessary):

|  |  |
| --- | --- |
| URSCA funds awarded **(attach itemized URSCA budget)** |  |
| Other funds awarded (List funding source) |  |
| **TOTAL OTHER FUNDS AWARDED** |  |

* 1. **TOTAL TRAVEL REQUEST**: Sum of categories **a** thru **e** minus **f**

|  |  |
| --- | --- |
| **TOTAL TRAVEL REQUEST** |  |

1. **Budget Narrative. Explanation of budget requests:**

**SIGNATURE PAGE**

**Typed signatures are acceptable.**

If awarded SAC funds for dissemination, students are required to submit a summary of the conference attendance, including at least two pictures of the students actively engaged in the conference (presenting, networking, etc.). Students will also submit the names and contact information for at least three potential employers and/or graduate school advisors/contacts that they met through networking at the conference.  Details of the summary and expectations of behavior while representing UVU will be provided in the award notification.

All students requesting for dissemination must sign this form. By signing this form, students agree:

This proposal was completed by students, with guidance from faculty mentors, and reviewed by all students desiring SAC travel funds.

If awarded, all requirements in the award notification will be followed.

The SAC Guidelines applicable for student dissemination have been read and understood.

Acceptance letters and URSCA award notification (including itemized budget) have been attached.

Add signature lines, as necessary, for all students who are applying for a dissemination award.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Student Date

Faculty mentors of students requesting travel funds must complete 1) – 4). Faculty who will submit the Concur request sign 5). Faculty who will accompany students to the conference sign 6). Copy 1)-4) for additional faculty mentors, as needed.)

1. Are you attending the conference? Y or N
2. Will you supervise the students at the conference? Y or N
3. If No, list the faculty member who will travel with and supervise students at the conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The faculty who will travel with and supervise students must sign 5).

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Faculty mentor Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Faculty who will submit Concur request Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Faculty Supervisor at Conference Date

**Department Chair:**

I have reviewed and support the proposal for student dissemination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Department Chair Date

\***Dissemination Guidelines and Limitations:**

Each proposal submitted will be evaluated according to the following criteria.

Evaluation criteria

1. Has the project been accepted at an appropriate conference for dissemination?
2. How will presentation at the conference benefit the student(s)/faculty/UVU?
3. How complete is the budget? Is the budget narrative clear?
4. Does the student have money left on their career travel allotment from SAC funds?
5. Has the student applied for and received URSCA dissemination or other awards to facilitate travel?

SAC may provide funds for:

* Travel to/from conference
* Lodging while attending the conference
* Student Dinner only per diem (see SAC Guidelines for limits)

SAC will not provide funds for:

* Travel to/from SLC airport (use Frontrunner and Trax, (if possible)), unless travel to/from airport is on Sunday.