



**UNM Career Services
Student Conference Award Program
Application Instructions**

General Information

The Student Conference Award Program (S-CAP) is designed to provide undergraduate and graduate students the opportunity to obtain funding to attend a professional or academic conference in his or her field of study. The maximum award is \$600.00 and may include round-trip travel, lodging, airport shuttle/taxi fees, and conference registration fees. S-CAP awards will **not** pay for meals, memberships and other costs that are not directly associated with the conference. Therefore, it is in the applicant's best interest to make every effort to seek the most cost efficient means of travel and accommodations.

S-CAP funding is limited and is intended for use by the award recipient only. It is not intended for use by any outside party not associated with UNM attendance at a professional or academic conference.

The S-CAP program is one form of assistance in helping an individual attend a conference. We recommend that individuals do not use S-CAP as a sole resource in deciding whether or not to attend a conference, as the availability of funds is subject to change. It is **STRONGLY RECOMMENDED** that individuals seek alternate forms of funding through their college/school or student organizations, in addition to S-CAP.

If approved, payment is issued to the student in the form of a reimbursement check *after* the travel is completed and *minus* any funds received from any other UNM organization or department.

IMPORTANT PLEASE READ ALL OF THE FOLLOWING SECTIONS

How to Apply -

To apply for S-CAP, applicants must submit a completed application packet, with signed application checklist, a typed proposal, unofficial transcript and supporting documentation for budget (anything showing where you obtained the prices you are listing on your budget proposal) and the conference (flyer, brochure, print out from conference website) to Career Services either in person or by mail. Faxed and e-mailed materials will ***not be accepted***.

The proposal should provide a concise explanation of the conference for which the funding is being requested, and must be written originally by the applicant. It may not be copied from any outside sources. The proposal should also explain how the applicant's area of academic or professional interest is related to the specific conference and what benefit the student will obtain from attendance at the conference. The proposal should be grammatically correct, easy to read, and understandable to readers of other departments. The length of the proposal should be between ***2-3 typed*** pages and may be double spaced.

Each application must apply to one individual. No more than two students will be funded to one specific conference at one time. Applications will be considered on a first come first serve basis. An award recipient must wait one year before becoming eligible to apply again, and may only receive the award twice.

Deadlines

The deadline for S-CAP submissions is no less than 1 month prior to the scheduled conference. **Due to the popularity of this program, it is recommended that you submit your application as early as 1 month prior to the start of each semester to avoid being placed on a waiting list.**

Award Notification

Applicants will be notified of funding decisions approximately 1 month after the application is submitted for review, unless your application has been wait listed. Award decisions are on a first-come, first-serve basis and are subject to both the availability of funds and the quality of the application.

Important Note

In compliance with the Travel Policy 4030 and Foreign Nationals Policy 2180, all visiting Foreign National students must reflect that their travels are for official University business. Allowable University business purposes are as follows,

- Presenting a paper or making a poster presentation.
- Required for completion of their degree.



S-CAP Application Checklist

_____ Complete Student Conference Award Program application.

_____ Completed Proposed S-CAP Budget Form

_____ Signed Faculty Sponsor Form

_____ Signed S-CAP Reimbursement Guidelines Form

_____ Proposal

"The proposal should provide a concise explanation of the conference for which the funding is being requested, and must be written originally by the applicant. It may not be copied from any outside sources. The proposal should also explain how the applicant's area of academic or professional interest is related to the specific conference and what benefit the student will obtain from attendance at the conference. The proposal should be grammatically correct, easy to read, and understandable to readers of other departments. The length of the proposal should be between **2-3 typed** pages and may be double spaced."

_____ Unofficial Transcript

_____ Supporting Conference Documentation - This may be printed from the conference website, a hand out, flyer or a conference registration form. Please ensure that what you are submitting gives information about the conference including subject, cost and dates.

_____ Supporting Budget Documentation - This is to show where you found the amounts you have requested on your budget proposal. Be sure to include all requested items such as,

___ Airline (you can print something from an internet source such as expedia.com)

___ Lodging (sometimes printed in conference literature, or from hotel website)

___ Conference Registration

___ Shuttle

Any other S-CAP eligible expenses.

___ _____

___ _____

___ _____

****All visiting foreign national students not presenting at their conference, or whose conference is not required for the completion of their degree are subject to taxation of their reimbursement.**

_____ Acknowledge understanding of possible taxation of reimbursement for visiting foreign national student travel.

___ If you are presenting include acceptance letter.

___ If this conference is required for completion of your degree you must provide proof.

***If this is not completed, signed and supporting documentation provided your application will be returned to you. You may resubmit when complete, but will be placed at the end of the list.**

Signature of Applicant: _____ **Date:** _____



RECEIVED: _____
APPLICATION # _____
SEMESTER: _____ 20 _____
S-CAP AWARD: _____

Student Conference Award Program

Application Form

Name: _____ SSN: _____

Local Address: _____
Street City State Zip

Telephone: home _____ work _____ Email: _____

Major: _____ Year: Sophomore Junior Senior Grad Stu

Name of Conference: _____

Conference Location: _____

Sponsoring Organization: _____

Contact Person(s): _____ Phone: _____

Date(s) of Event: _____

AMOUNT REQUESTED: _____ (You may request up to \$600.00; one award/student/year)

It is STRONGLY ENCOURAGED that you seek other funding for this activity:

Source	Amount	Date Requested	Granted (Yes/No/Pending)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I understand that the funding decisions are solely at the discretion of the Student Conference Award Program Committee. Information regarding my proposal _____ MAY _____ MAY NOT be made public.

Signature of Applicant: _____ Date: _____

The misuse of any S-CAP funds or giving false information in requesting funds may jeopardize current and future funding and may result in legal penalties. Any false information will result in NO AWARD being made.

Proposed S-CAP Budget

It is imperative that you research your costs appropriately and that you seek the most cost-efficient means of travel and accommodations. **This budget sheet must be accompanied by substantiating literature (i.e. printouts) from conference material, web sites, or a travel agency to substantiate the costs you expect to incur.** Failure to submit supporting documentation of estimated costs will result in disqualification of your application. Please type or print.

TRANSPORTATION:

Mode of transportation	Departure date	Return date	Destination and or Mileage	Estimated Cost (including tax)
Airline				
Personal Vehicle				
Train				
Taxi				
Shuttle				

Total Transportation Expenses: \$ _____

LODGING:

Type of Room	Price per day	# of days	Name of hotel/motel	Estimated cost (including tax)
Single				
Double				
Other				

Total Lodging Expenses: \$ _____

CONFERENCE REGISTRATION

Conference Registration Fees	Estimated Cost

Total Conference Expense: \$ _____

Total Overall Expenses: \$ _____

Minus Approved Outside Funding \$- _____

Minus S-CAP Fund Request \$- _____ (Not to exceed \$600)

Remaining Balance * \$ _____

* Remaining Balance to be paid for by student or additional student sought resources that may still be pending.

Student Conference Award Program
S-CAP
Faculty Sponsor Form

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There is a maximum of two awards per conference. An award recipient must wait one year before becoming eligible to apply again.

Faculty Sponsor:

- I understand the guidelines, procedures and requirements of the S-CAP Program.
- I agree that this conference will benefit this student professionally and/or academically.

Faculty Sponsor (print name)

Department

Faculty Signature

Date

**S-CAP REIMBURSEMENT GUIDELINES
(ONLY AFTER APPROVAL NOTIFICATION HAS BEEN RECIEVED)**

Reimbursement to all students accepting an S-CAP award will be in the form of a check mailed to the student's home address or direct deposited in the students payroll account. This check will be issued after travel to the conference is completed. Reimbursement of S-CAP awards is made to the award recipient ONLY. Under no circumstances will reimbursement take place to one person paying for another. The travel voucher will require signature from the payee. Reimbursement is contingent upon satisfactory proof of expenses incurred. The following **must** be provided to the S-CAP administrator within 5 working days of completed travel:

Method of payment: Receipts must show method of payment and that payment was made by the student. If not, additional information may be required by General Accounting.

- 1. Airfare: Original receipt, ticket stubs, or credit card statement**
- 2. Personal automobile: Reimbursement is 50.5 cents per mile, effective June 19, 2009 thru December 31, 2009. This amount cannot exceed cost of coach airfare to destination. The reimbursement rate covers all costs, including gas. Recipient must provide a memo with odometer readings.**
- 3. Lodging: Original hotel receipt in your name for exact amount paid by you. The hotel should issue separate bills for each person.**
- 4. Taxi/Shuttles: Original receipts.**
- 5. Conference Registration Fees: Original receipt of conference registration in your name**
- 6. Cash memo explaining any payments made in cash.**
- 7. Brief written summary of your conference and how you benefited from attending.**

COPIES OF RECEIPTS WILL NOT BE ACCEPTED!

Failure to provide adequate proof of expenses incurred will result in nonpayment of costs. Therefore, it is imperative to save all original receipts! There are **no** exceptions!!!

Questions or concerns may be directed to:

Cathy Chalk
UNM Career Services
SSC, Room 220
277-7794
radoll@unm.edu

I understand that to receive reimbursement in any of the above areas, I must submit all relevant and original documents as listed. I understand that failure to provide these documents may result in forfeiture of my award.

Signature _____ Date _____