

**B-010**  
**CREATING THE PILOT TRAVEL GRANT PROGRAM**  
**FOR THE UNDERGRADUATE CONFERENCE FUND FOR RESEARCH**

**University of Pittsburgh**  
**Student Government Board**  
**28 January 2014**

**Introduced by President Mike Nites and Board Member Abigail Zurschmit**

**Whereas** there is currently not a program that is open to all undergraduate non-CGS students at the University of Pittsburgh and assists those invited to present their research at a conference,

**Whereas** the University of Pittsburgh Student Government Board has an opportunity to join a small group of universities leading the nation in empowering students who conduct research as their primary interest and activity,

**THEREFORE BE IT RESOLVED**, On this 4<sup>th</sup> day of February in the year of 2014, the Student Government Board at the University of Pittsburgh creates a pilot program which funds travel grants to undergraduate non-CGS students who are invited to present research at a conference. Additionally, Title III in the SGB Governing Code shall be created and called “Student Services Provided by SGB.” The following policies and procedures shall be adopted as written:

**Chapter 1. Undergraduate Conference Fund For Research Travel Grant Program (Pilot)**

**Section 1.01. About the Program**

- A. The Student Government Board is piloting the Undergraduate Conference Fund for Research to award Travel Grants to support undergraduate non-CGS students who are invited to present their research at a conference.
- B. The program offers up to \$250 grants to lower the cost of travel to and from the conference. Student Government Board set aside \$10,000 out of the Student Activities Fund to pilot this program.
- C. Funds are awarded on a rolling basis until all the funds are distributed. The Student Government Board maintains the right within SGB to recommend increasing the \$10,000 allotment and permanently extend the program.

**Section 1.02. Eligibility**

- A. The applicant must be an undergraduate of the University of Pittsburgh, Pittsburgh campus not enrolled in the College of General Studies.
- B. The applicant must have been invited to present at a conference his or her research and not have already attended the conference in which he or she is seeking funding.
- C. The applicant must not have received an SGB Travel Grant within the fiscal year or have been awarded more than two SGB Travel Grants within their tenure at the University of Pittsburgh.

### Section 1.03. The Travel Grant Committee

- A. The Travel Grant Committee shall be comprised of five members: the Academic Affairs Chair, who shall serve as the chair of the Travel Grant Committee, the Allocations Chair, the SGB Business Manager of the board, and two people chosen by the SGB President.
- B. The Travel Grant Committee shall meet at least once every two weeks.
- C. The Travel Grant Committee shall have the authority to establish standing policies and procedures when necessary as long as they do not conflict with policies in this Chapter.

### Section 1.04. Application Process

- A. Applicants shall fill out the application, available on the Student Government Board website, PRIOR to attending the conference. An application is considered complete when it includes all supporting documentation. Supporting documentation includes
  - 1. Basic personal information
  - 2. Advisor contact information (if applicable)
  - 3. The invitation to present at the conference
  - 4. A research abstract
- B. The Travel Grant Committee shall set a deadline for review. During its meeting, it will review each application and render a decision.
  - 1. The Travel Grant Committee will approve the grant if the applicant meets all eligibility requirements, the application is complete, and all policies and procedures were followed.
  - 2. The Travel Grant Committee may not base its decision on the nature of the research and must remain viewpoint neutral at all times.
  - 3. Funds shall only be granted for registration, lodging, and transportation.
  - 4. Funds shall not be granted for international travel or first-class airfare.
  - 5. Preference will be given to those who do not have alternative sources of funding, though having other funding sources in no way automatically disqualifies someone from applying.
- C. The applicant shall be notified within one day of the decision.
- D. All awards shall be announced publically.
- E. Though approval is required prior to the conference, all funds shall be reimbursed after attending the conference. The applicant shall submit a T&B expense form to the SORC office within 30 days of the end of the conference.
- F. Funds not reimbursed after 30 days shall roll back into the Undergraduate Conference Fund for Research to be distributed by the Travel Grant Committee.

### Section 1.05. Summer Applications

- A. The Travel Grant Committee does not meet in the summer months. Applications for a summer conference should be submitted in April in order to receive funding.

The resolution shall be effective immediately upon adoption by the Student Government Board and subsequent approval by the Vice Provost and Dean of Students, Dr. Humphrey.