**UVU COLLEGE OF SCIENCE**

**Scholarly Activities Committee (SAC)**

**2025 STUDENT PROPOSAL FOR DISSEMINATION**

A student or groups of students on the same project who have had scholarly work accepted at an appropriate conference or other venue may submit this proposal to obtain funds for travel if funds are available. The maximum award is $1500/student per conference. No more than two students may submit a dissemination proposal for the same project. If a student has received funding for travel from another source, only one additional student will be eligible to attend the conference for the same project. Each student may only receive two SAC dissemination awards while at UVU, with a $3000 lifetime award limit. SAC dissemination awards are to be used to supplement URSCA dissemination awards received through the Innovation Academy.

Students will work with faculty mentors to complete this form. When finalized, the faculty mentor 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 for travel as soon as possible after the acceptance is received to obtain the best prices for registration, airline tickets, and hotel rooms. If the Department Chair approves, faculty may use a department index number until the URSCA and or SAC index numbers have been given. Once travel is complete, the appropriate index numbers will be assigned to pay for the travel in Concur. However, if URSCA and/or SAC funds are not available or funding is denied, the department is responsible for the travel expenses listed in Concur.**

**Criteria for submission:**

Students’ scholarly work (poster 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 applications are submitted for award consideration from September 1 through March 8 each year on a first come basis while funds last and from March 9 through April 15 for award consideration for the next academic year (July 1). All Applications will close on April 16 and will reopen on September 1 each year. If the conference will be held after mid-September, the student should apply for an URSCA dissemination award promptly after Sept 1, as soon as conference acceptance has been received.

If conference attendance spans fiscal years (end of June into July), funding comes from the fiscal year when the travel is completed. (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 the SAC Guidelines for more details. (If the conference is during summer, complete the entire SAC proposal, as URSCA is not available.)

If multiple students and several projects from a department are presenting at the same 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:**
   * Name of conference:
   * Dates of conference:
   * Location of conference:
   * Web address for conference:
   * Please describe why this conference is appropriate for the students’ field of study and career goals. For a presentation at an international conference, please describe why this conference is more suitable than a domestic conference.
2. Has the faculty mentor started a Concur request for the student travel? If so, what index was used? (Note: faculty may start a Concur request using their department index. Once travel is completed, other indexes may be added to pay for travel).
3. In some cases, the faculty mentor will not attend the conference, and students will be accompanied by another faculty member. Will the 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.)
4. **How many students are applying for dissemination funds on this proposal?**
5. **Have all students on the proposal been accepted to present at the conference?**
6. **For multiple accepted presentations of students attending the same conference, complete the following information for all students (If more than two students are applying for funds, please copy and fill in information for all students.)**

* **1st Student Name:**
  + **Major:**
  + **Email:**
  + **UVID:**
  + **Credit hours earned: \_\_\_\_Transfer credits; \_\_\_\_\_ UVU Credits; \_\_\_\_\_# Total credits (sum of Trans. & UVU)**
  + **Anticipated date of graduation**
  + **Plans after Graduation (enter work force, grad school, medical or dental school, etc.):**
* **Faculty mentor:**
* **Title of project/presentation**:
* **Is the project considered Biochemical Research?** Y or N
* **Is it a poster presentation or oral presentation?** (Type answer)
* **Abstract of presentation:**
* **Attach acceptance email from the conference:**
* **Has the student applied for an URSCA dissemination award? If so, how much was awarded? If not, why has the student not applied or received an award?**
* **Were other students involved in the project? If so, please proved names and UVIDS of other students who worked on the project. Note: Only two students/project will be considered for a SAC dissemination award. If a student received funding on a project for travel from another source, in addition to an URSCA dissemination award, only one additional student will be eligible for SAC dissemination funds.**
* **2nd Student Name:**
  + **Major:**
  + **Email:**
  + **UVID:**
  + **Credit hours earned: \_\_\_\_Transfer credits; \_\_\_\_\_ UVU Credits; \_\_\_\_\_# Total credits (sum of Trans. & UVU)**
  + **Anticipated date of graduation**
  + **Plans after Graduation (enter work force, grad school, medical or dental school, etc.):**
* **Faculty mentor:**
* **Title of project/presentation**:
* **Is the project considered Biochemical Research?** Y or N
* **Is it a poster presentation or oral presentation?** (Type answer)
* **Abstract of presentation:**
* **Attach acceptance email from the conference:**
* **Has the student applied for an URSCA dissemination award? If so, how much was awarded? If not, why has the student not applied or received an award?**
* **Were other students involved in the project? If so, please proved names and UVIDS of other students who worked on the project. Note: Only two students/project will be considered for a SAC dissemination award. If a student received funding on a project for travel from another source, in addition to an URSCA dissemination award, only one additional student will be eligible for SAC dissemination funds.**

**BUDGET SECTION**:

There is a $1500/student budget limit and a maximum of two students/project. Students also have a lifetime limit for SAC dissemination awards for support for two conferences while at UVU. (See SAC Guidelines)

* 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 that is 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**++**:

Calculate the cost of the vehicle use using rates obtained at:

<https://www.uvu.edu/fleetops/>

UVU fleet operations will use either the total daily rate or the total mileage rate, whichever is greater.

To calculate mileage cost, use the following table:

|  |  |
| --- | --- |
| 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/vehicle cost:  (Vehicle rate/mile X RT miles X 1.22 fuel surcharge + $20 service fee) X # of vehicles |  |
| Or: Daily Rate of vehicle: |  |
| (Vehicle daily rate X # days X 1.22 fuel surcharge + $20 service fee) 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.

* 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** |  |

* 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 funds 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.