

**Process and operating criteria
Robert Baird and Albert Kagel Science Education Travel Fund**

Donor intent GA content:

This gift be used to support travel to science education conferences for students and/or faculty at IUPUC.

First preference will be given to joint faculty and student presenters at a conference

Second preference will be given to an independent faculty or student presenter at a conference.

A minimum of four (4) recipients annually will receive a maximum of \$2,000 each.

The number, amount(s), and recipients of the funding will be determined by a committee consisting of faculty and staff at IUPUC.

Assumptions:

Conference dates and times are published a year in advance, and students/faculty have access to this information. Planning should be done far enough in advance to create a proposal in an attempt to submit and be invited to present at the conference of choice. Budgets can be developed and travel plans made far enough in advance that the student/faculty can receive reimbursement in a timely manner so to minimize out-of-pocket costs for the award recipient(s).

Committee:

Development representative; faculty member; IUPUC BOA member; Kate Baird as non-voting member

Award:

These funds will supplement travel and must be used for hotel and travel. Conference registration fees are not covered by this award.

Application:

Applications (name, contact information, conference name, copy of proposal to be presented, estimated conference budget) are made one time per year and due December 1st for requests needed the following academic year.

Student and/or faculty must be *attempting* to present or *confirmed* to present at the conference.

Travel must be booked through IU Travel – students should work with a faculty member – and award monies will reimburse receipts for hotel and travel up to the awarded amount.

Submit applications to Brenda Vogel bvogel9@iupuc.edu and please copy development@iupuc.edu.

Please share this criteria and the accompanying application form with Divisions of Science, Nursing, and Education, Office of Student Research, and others to whom this may apply.

Application
Robert Baird and Albert Kagel Science Education Travel Fund

Date: _____ Request Amount: _____

Last name: _____

First name: _____ MI: _____

Student/Faculty ID#: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Email (IUPUC): _____ Email (personal): _____

Cell phone: _____

Conference name: _____

Conference location: _____

Hotel budget: _____

Travel budget: _____

Registration fee: _____

If applicable, please print the names of the student and faculty member attending the conference together:

Student: _____

Faculty: _____

Please attach and copy of your proposal.

Submit applications to Brenda Vogel bvogel9@iupuc.edu and please copy development@iupuc.edu