

# Westfield S.M.A.R.T.S.

## Seed Money for Academic or Research Travel for Students

Westfield State University offers a modest competitive grant program for students who participate in scholarly activities off-campus. These opportunities include attending or presenting at academic conferences or workshops; participating in off-campus research projects; or engaging in service learning directly related to an academic program or purpose. Up to \$500.00 in reimbursements for expenses per student may be awarded until the total fund is expended. Applications are accepted on a rolling basis throughout the academic year; therefore, grants are awarded on a “first come, first served” basis. **In order to ensure support in a variety of disciplines and programs, SMARTS student support will not exceed \$1,500 for any single conference, event or activity.**

- Undergraduate students matriculated at Westfield State University are eligible to apply.
- Applications must be submitted to the Dean of Undergraduate Studies at least **one month prior to the activity date** if travel is within the United States. For travel abroad, applications must be submitted two months in advance of the activity.
- Only one award per student will be granted per academic year. With the approval of an involved faculty member, a student may submit an application for a second SMARTS award in a subsequent year of undergraduate study. To allow for broad participation, students will not be awarded more than two grants from this fund during their Westfield State University careers.
- SMARTS funding may **not** be used for participation in J-term or Short Term courses, or other forms of study abroad; for tuition for courses taken at other colleges or universities; or for extracurricular activities (i.e., those activities initiated through non-academic clubs, organizations, or varsity athletics). SMARTS funding is not available to faculty or staff.
- The grant is contingent upon evidence of participation: in order to be reimbursed after completing the activity, students **must keep all receipts** and submit them to the Dean.
- Applications are evaluated on the basis of clarity, quality, and originality of proposal; level of engagement (is the student presenting?); uniqueness of opportunity; potential impact on student’s career and academic department or program; strength of faculty endorsement; and professional formatting of application.
- Within one month after the travel experience, students must submit a one-page summary about the activity to the Undergraduate Dean.

Students complete an application and obtain a faculty recommendation. The faculty sponsor completes a separate form which is also submitted to the Undergraduate Dean. The student is responsible for timely submission of all materials

Please submit the TYPED form to DR. DIANE PRUSANK, INTERIM DEAN OF UNDERGRADUATE STUDIES, PARENZO HALL, at least one month prior to traveling for your particular activity. Please e-mail [dprusank@westfield.ma.edu](mailto:dprusank@westfield.ma.edu) if you have any questions.

**APPLICATION -- MUST BE TYPED**

Date of application: \_\_\_\_\_ Student I.D.: \_\_\_\_\_

Student Name: \_\_\_\_\_

\_\_\_ First-year \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior

Phone: E-mail: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Recommending faculty member: \_\_\_\_\_ Ext.: \_\_\_\_\_

Date(s) of proposed travel/activity: \_\_\_\_\_

Title of your project (your presentation or research): \_\_\_\_\_

Name of activity or program (conference or organization): \_\_\_\_\_

Location of activity or program: \_\_\_\_\_

The program and your role: \_\_\_\_\_

Describe the program or research activity: \_\_\_\_\_

Are you presenting a paper or your own research? \_\_\_ Yes \_\_\_ No

If yes, was the presenter selection process competitive or "juried"? \_\_\_ Yes \_\_\_ No

Are you participating as part of a class, group, society, or club? \_\_\_ Yes: \_\_\_ No Is

the program related to an academic department at Westfield? \_\_\_ Yes: \_\_\_ No Is

an advisor accompanying you? \_\_\_ Yes \_\_\_ No

Name(s) of accompany faculty member/advisor (if applicable) \_\_\_\_\_

Is the program related to an off-campus organization? \_\_\_ Yes \_\_\_ No

Describe why and how this experience will enhance your academic program, help you achieve your goals, and benefit your department or discipline.

Amount of money requested: \_\_\_\_\_ Total cost of participation (per individual): \_\_\_\_\_

Please check all categories of expenditures that the SMARTS grant will cover:

\_\_\_ transportation \_\_\_ registration \_\_\_ accommodations \_\_\_ materials \_\_\_ other:

If the amount of your request is different from the total cost, will you apply for additional sources of funding? If so, what sources?

\_\_\_\_\_

Student signature \_\_\_\_\_