BERRY COLLEGE

2025-2026 Guidelines and Instructions for
Student Presentation Travel Fund (SPTF) Application

The Student Presentation Travel Fund (SPTF) is intended to enable students to take part in the important professional activity of disseminating scholarly work through conference/event presentation.   All students presenting research, scholarship, or creative activity to their scholarly communities in a manner consistent with how scholars in the field disseminate research outcomes and creative works are eligible to apply. Successful students are awarded up to $750 (each) to cover expenses, such as conference/event travel, registration fees, meals, and hotel costs. Individual students may receive only one grant per academic year.

Eligibility Criteria
- ❖ All students in good academic standing.
- ❖ Students who are presenting original research, scholarship, or creative activity as appropriate to the discipline.
- ❖ If funds are limited, priority will be given to students who have not previously received SPTF funding.

Application Checklist: Applicants and their Faculty Mentor must submit all the following by the due date:
- ✓ Completed student application (Pages 1-10)
- ✓ Proof of acceptance for conference/event presentation (conference/event program or acceptance letter)
- ✓ Proof of abstract submission may be submitted if proof of acceptance is not yet available. However, proof of acceptance must be submitted prior to travel.
- ✓ Faculty Letters of Support (Page 11)
- ✓ All applications must be sent **by the faculty mentor** to undergraduateresearch@berry.edu as a PDF document by the due date.

Faculty Letter of Support
The faculty letter of support should be submitted from a full-time teaching faculty member from the discipline/area to be researched.
1. By sending the application package signed by the student to undergraduateresearch@berry.edu, the faculty member is acknowledging that they agree with the guidelines put forth in this document, the application is complete, and agree to mentor the student on the proposed project.

Other Information
- ❖ SPTF funds can only be used to reimburse registration, travel, and hotel costs.
  - o Travel costs include airfare (only economy class flights), transportation costs to/from airport/hotel (e.g. taxi, Uber, bus, mileage), airport/hotel parking (only at the economy rate), and the reimbursement of gas money (if driving to the event).
  - o Round trip mileage will be reimbursed at $.60/mile.
  - o Food costs will be reimbursed at a rate of $50 per diem.
- ❖ Within 7 working days of return from the conference/event, submit your expense report and necessary documentation (receipts) through Chrome River (https://myapps.berry.edu). Requests for reimbursement that are not received within 7 working days of returning from the conference (using the date supplied for the travel dates on the original SPTF application) will not be paid. Receipts are required for the items below.

- o Conference Registration
- o Lodging
  - ▌ Only the individual who incurred an expense can request reimbursement. If a hotel room is shared among multiple students, only the individual paying for the room can be reimbursed.
  - ▌ If lodging for multiple students was paid for by one individual (i.e. a faculty member or department), the receipt must show all the students names for whom reimbursement is requested.
- o Airline Travel (Only economy class flights will be reimbursed.)
  - ▌ If flights were paid for by a faculty member or a department, the receipt must show all the students' names for whom reimbursement is requested.
- o Roundtrip mileage (i.e., print out from Google maps from departure to arrival location)
- o Local transportation charges to/from airport
- o Parking (hotel and/or airport parking; airport parking will only be reimbursed at the economy rate.)
- o Meal Receipts (i.e., itemized meal receipts)

- ❖ Conference/event travel must take place before student graduates or leaves Berry
- ❖ In cases of documented need, cash advances are available.
- ❖ Graduating seniors are not eligible for SPTF expenses that occur post-graduation.
- ❖ Richards and George Scholars are not eligible for SPTF funding.

By signing below, I (the student) agree that I have read and understand the above guidelines and will follow them.

_____   _____
Print or Type Name   **Student Signature**

_____   _____
Print or Type Name   **Student Signature**

_____   _____
Print or Type Name   **Student Signature**

_____   _____
Print or Type Name   **Student Signature**

_____   _____
Print or Type Name   **Student Signature**

_____   _____
Print or Type Name   **Student Signature**

Please send the signed agreement and application to undergraduateresearch@berry.edu by 5pm on the due date.

Student Presentation Travel Fund (SPTF) Grant Application

Deadlines: Sep 17, Nov 12, Jan 21, Mar 25

Conference Information

Conference/Event Name	
Date of Presentation	
Presentation 1 Title	
Presentation 2 Title	
Presentation 3 Title	
Presentation 4 Title	
Total Amount Requested	

Student Information

Student Presenter	Student ID	Expected Graduation (Sem/Yr)	Lead Presenter (Check box)	Faculty Mentor

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Student Role
Each student should provide a 1-2 sentence response to EACH of the questions below (max 200 characters per question):

(1) Briefly describe your role in conducting the research project or presentation.
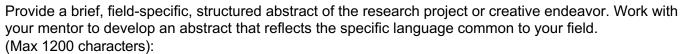
Student Presenter	Response

Please send the signed agreement and application to undergraduateresearch@berry.edu by 5pm on the due date.

(2) Describe the key intellectual or creative contributions you made to the project.

Student Presenter	Response

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Abstract 1:
Provide a brief, field-specific, structured abstract of the research project or creative endeavor. Work with your mentor to develop an abstract that reflects the specific language common to your field.
(Max 1200 characters):

Abstract 2:
Provide a brief, field-specific, structured abstract of the research project or creative endeavor. Work with your mentor to develop an abstract that reflects the specific language common to your field.
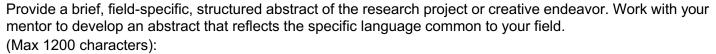(Max 1200 characters):

Abstract 3:
Provide a brief, field-specific, structured abstract of the research project or creative endeavor. Work with your mentor to develop an abstract that reflects the specific language common to your field.
(Max 1200 characters):

Abstract 4:
Provide a brief, field-specific, structured abstract of the research project or creative endeavor. Work with your mentor to develop an abstract that reflects the specific language common to your field.
(Max 1200 characters):

Documentation
Please attach documentation of program participation (e.g., copy of acceptance letter, proof of submission, or copy of the program identifying the student as the lead presenter).

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OUR Grant History:

(1) If this project requires research clearance, has it been obtained?

☐ IRB (Human Subjects Research) – Protocol Number: _____

☐ IACUC (Vertebrate Animal Research) – Protocol Number: _____

☐ ELM (Education Land Management) – Approval Number: _____

☐ No; appropriate forms have been submitted (Please note that only conditional approval can be given until research clearance has been obtained.)

(2) Have you received any other funding? If yes, please check which one you received.

Student Name	Richards Scholar Award	Kirbo Scholar Award	Richard Science Scholar	Richards Undergrad Research Support Grant	Synovus Sophomore Scholars Grant
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

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Budget:

(1) Budget Justification

Attach copies of documentation used to construct your budget to this application (screenshots are acceptable). SPTF funds can only be used to reimburse registration, travel, and hotel costs. See the guidelines above for complete details. Make sure to construct your budget in the most economical manner possible. This allows SPTF funds to support the travel of as many Berry students as possible. Please use the table below to clearly indicate who will be paying for which items. **Applications submitted without budgetary documentation will not be considered.**

(2) Itemized Budget (Use Whole Dollars Only)

Item	Cost	Payer
Travel		
Airfare (economy only)	$	
Travel to/from Airport/Hotel	$	
Mileage .60/mile (if driving to event)	$	
Airport/Hotel Parking (economy only)	$	
Lodging: Nights at per night	$	
Subtotal Travel:	$	
Registration Fees (please describe)		
	$	
	$	
	$	
	$	
	$	
	$	
Subtotal Registration Fees:	$	
TOTAL PROJECT COST:	$	

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Faculty Mentor Information

Faculty Mentor	Department	Faculty Email

FACULTY LETTER OF SUPPORT
Please address the following questions in support of your SPTF applicant(s):

Please describe the value of the presentation of this project for this (these) emerging scholar(s).

Briefly justify why the chosen venue is the most appropriate venue within the discipline for the dissemination of the student(s)' research findings. If this venue is atypical for the dissemination of research, comment on how presentation at this venue is consistent with the manner in which scholars in the field disseminate scholarly work.

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