

HUMPHREY SCHOOL  
OF PUBLIC AFFAIRS

UNIVERSITY OF MINNESOTA  
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# Student Travel Grants

*Applications due no later than 30 days prior to proposed travel dates.*

**Student Projects on Issues of National and International Policy:** The Humphrey School seeks to expand opportunities for students to engage in Capstone projects and school-supported competitions/events on policy issues at the national and international levels. At the 2013 Humphrey Assembly, and in light of that objective, Dean Schwartz announced a \$40,000, three-year pilot program to support such projects, which would most likely require student and/or Capstone Team engagement with federal agencies, international organizations or NGOs based in Washington, DC or New York.

**Competition.** These student grants will fully fund transportation and lodging costs for individuals and teams selected by Humphrey School faculty and approved by the Dean's Office to represent the school at regional and national competition events and related conferences.

**Capstone Teams.** Student Grants will provide funding for each Capstone team to offset the costs of travel to national/international locations to complete research or make final Capstone presentations to clients *engaged in policy advocacy, policy-making and implementation at the national or international levels.* Amounts will be awarded up to the amounts listed below, depending on the location of travel:

<u>Location of Travel</u>	<u>Maximum Amount Per Individual</u>	<u>Maximum Amount Per Team</u>
U.S.	\$500	\$2500
Europe/Caribbean	\$700	\$3500
South America	\$800	\$4000
Africa/Asia	\$1000	\$5000

Grant applications are to be completed by the entire team (not individuals) and must be approved by the team's Capstone instructor and submitted electronically to Kevin Gerdes at [ksgerdes@umn.edu](mailto:ksgerdes@umn.edu) no later than 30 days prior to the start of the proposed travel dates. We will award up to five travel grants per year.

**Support for Local, State and Regional Capstones:** Although the Capstone travel fund is designed to support national and international projects, there may be limited funding opportunities to support travel of students to conduct research or make presentations for local, state, and/or regional clients. These grants will provide up to \$1,000 per Capstone team (maximum of \$200 per travelling Capstone team member). Grant applications are to be completed by the entire team (not individuals) and must be approved by the team's Capstone instructor and submitted electronically to Kevin Gerdes at [ksgerdes@umn.edu](mailto:ksgerdes@umn.edu) no later than 30 days prior to the proposed travel dates. If you have any questions please email Kevin Gerdes at [ksgerdes@umn.edu](mailto:ksgerdes@umn.edu).

**Award Distribution:** Capstone Travel Grant recipient teams will be notified of an award decision via email. Notifications will include a document with an award description and disbursement information to be signed by the capstone team. Travel grants are awarded as scholarships and will be disbursed through individual student accounts. If you have any outstanding tuition or fees, or have loans that may be impacted by this, please check with the Office of Student Finance.

**Trip Report:** Upon return from their travel, Capstone teams or individuals receiving a travel grant are requested to provide a brief (1-2 pages) reflection describing their project, travel activities and outcomes. Teams/individuals are also encouraged to provide any photos from their trip. This information will be used to communicate the Humphrey School's involvement in key policy issues with our external stakeholders. Both the reflection and photos are to be emailed to Kevin Gerdes at [ksgerdes@umn.edu](mailto:ksgerdes@umn.edu) no later than one week after the team's return.

## Student Travel Grant Application: Course/Project Information

Capstone Project or Policy Topic: :	
Faculty Advisor:	
Client:	Client location:
Proposed dates of travel (request 30 days prior to travel):	
Project Description and Purpose of Travel:	
Other information the grant committee should consider for your application.	

## Student Travel Grant Application: Team Members

Name:	Email:
Student ID number:	Degree:

Name:	Email:
Student ID number:	Degree:

Name:	Email:
Student ID number:	Degree:

Name:	Email:
Student ID number:	Degree:

Name:	Email:
Student ID number:	Degree:

## Budget Proposal

Student Travel Grants are intended to help cover the costs of travel and lodging expenses up to \$2,500 per traveling team (maximum of \$500 per traveling Capstone member) for national or international travel; and up to \$1000 per team (maximum of \$200 per traveling Capstone member) for state/regional travel. Student Travel Grants will fully support transportation and lodging for individuals/teams pre-approved by the Dean's Office to represent the Humphrey School at national competitions or conferences. In the table below please itemize anticipated expenses *for each* traveling team member (list one student per column). Requests for mileage or per diem expenses should not exceed amounts permitted by University travel regulations. (Information on University travel policy may be found at <http://travel.umn.edu>.)

Name						Total
<i>Category</i>						
Lodging						
Airfare						
Ground Transportation						
Other						
Total Estimate						
Total Requested						