

Associated Students of Utah State University

Academic Opportunity Fund Application

OFFICE: TSC 326 PHONE: 797-2912 FAX: 797-2919

The purpose of the Academic Opportunity Fund (AOF) is to provide financial support to undergraduate students who have been accepted or invited by a reputable organization to present a scholastic achievement or participate in an academic competition. Although applicants may apply for a maximum of \$500.00, awards may be less than what is requested based on a number of criteria which include, but are not limited to: the entire cost of the experience, the amount requested, if all criteria were met, the amount that the student would be required to contribute, and how well the subject matter furthers the students educational goals in their professional major. If funds are granted, the award will be sent to the address provided to the allocation committee. If proof of acceptance is not given within two weeks of the event, the award is forfeited. The allocation committee makes every effort to review applications within two weeks of receipt, excluding holiday breaks. Please note that the allocation committee does not meet during the summer. No retroactive applicants will be accepted (i.e. applications must be submitted before the event takes place). Statutes for the Academic Opportunity Fund Allocation Committee can be provided upon request in TSC 326. In most cases, applicants should expect to cover some of the cost themselves. Because of the limited funding, the allocation committee may not be able to award all eligible applicants. Awards are made on a first-applied, first-awarded basis beginning each fall semester. However, if deadlines are missed or the funding limit has been reached, an application may be denied. **PLEASE BE AWARE THAT BECAUSE OUR FUNDING RESOURCES ARE LIMITED, ACADEMIC OPPORTUNITY AWARDS ARE NOT GUARANTEED TO EVERY STUDENT WHO APPLIES.** As a result, we encourage students to apply as early as possible, because when the funding has all been allocated, we will have to deny requests.

I. ELIGIBILITY FOR FUNDING

- A. Student must be an undergraduate student in good standing at Utah State University.
- B. Student must have been accepted or invited by a reputable organization to present a scholastic achievement or participate in an academic competition and will represent Utah State University at the event.
- C. Student must have received at least \$100.00 in financial support for their presentation or competition from a department, college, or university source.
- D. The event for which the student is requesting financial support is less than six (6) months away.
- E. If the student receives an ASUSU Academic Opportunity Fund allocation, they will have enough financial support to cover all anticipated event expenses. Students should expect to cover some of the associated cost and must include themselves as a source of financial support on the application.
- F. The scholastic achievement that the student is presenting is directly related to their area of study.
- G. The student is requesting \$500.00 or less of financial support.
- H. Multiple students attending the same event may apply jointly or separately for funding. However, the committee reserves the right to consider separate applications jointly, as the focus of the AOF should be to fund core curriculum, rather than extra-curricular opportunities.

II. COMPLETING YOUR APPLICATION

A. Complete all parts of the attached application form including:

- 1. Personal information and name of the conference (without acronyms), location and date of meeting.
- 2. All funding sources available to you as well as a cost estimate of the most economical travel and lodging that are reasonably available.
- 3. Complete answers to the questions, including any information that you would like the allocation committee to take into consideration.
- 4. Signatures by the applicant, applicant's department head, and other appropriate signatures, verifying that the trip cost estimate is accurate and the information on the application is complete.

B. Attach a copy of your original acceptance letter. Documentation accepted by ASUSU includes a copy of acceptance letter, fax, or email from the meeting sponsor. If the acceptance letter has not yet been received, please note when it will be expected. Immediately upon receipt of the acceptance letter, send or bring a copy to

the Student Involvement & Leadership Center (TSC 326). Applications will be accepted without an acceptance letter, with the understanding that the letter will be submitted to ASUSU as soon as it is received. Processing of the application and check request, will be contingent upon receipt of the notice of acceptance. Funding will be released only if ASUSU has a copy of your acceptance letter.

C. Submit a copy of your research abstract.

D. Submit a cover letter explaining the credibility of the conference and your intended benefit to Utah State University by presenting at said conference.

Applications will be accepted up to **six (6) months** prior to the conference date. To be eligible for AOF funds, your completed application must be submitted to the Student Involvement & Leadership Center (TSC 326) or sent through university mail to UMC 0105 at least **four (4) weeks** prior to travel.

III. DISTRIBUTION OF ACADEMIC OPPORTUNITY FUNDS

PLEASE NOTE: As per university policy, if you are currently set up to receive your paycheck/stipend check through direct deposit, this AOF check will also be directly deposited into your bank account. If you are not set up to receive monies through direct deposit, your check will be sent to the address listed on the form.

IV. TRAVEL AUTHORIZATIONS

As of May 1, 2005, in order to simplify our AOF award payment procedures, ASUSU does not require you to use the travel authorization process to receive funding. However, because you will be traveling as a member of Utah State University, your department may require you to fill out a travel authorization before you travel. Please contact your department for further details.

V. RECEIVING NOTICE OF YOUR APPLICATION STATUS

The ASUSU Academic Opportunity Fund Allocation Committee makes every effort to review applications within two weeks of receipt, excluding holiday and university breaks. Contact between the allocation committee and applicants will be through the applicant's college senator. Please feel free to direct any questions you may have regarding the awarding process to your college senator. Statutes of the Academic Opportunity Fund Allocation Committee can be provided upon request in the Student Involvement and Leadership office, TSC 326.

YOU WILL FORFEIT ANY AWARD FROM ASUSU IF YOU FAIL TO FOLLOW THESE PROCEDURES.

DEADLINES

Completed application to ASUSU four (4) weeks before travel

Copies of acceptance letter to ASUSU no later than two (2) weeks before you travel

Best wishes for a successful conference!

Please call the Student Involvement & Leadership Center if you have any questions or if you are having difficulty with any part of the AOF application.

NO EXCEPTIONS WILL BE MADE DUE TO A STUDENTS MISUNDERSTANDING OF OR INABILITY TO CONFORM TO THESE POLICIES.

**APPLICATION FOR ASSOCIATED STUDENTS OF UTAH STATE UNIVERSITY
ACADEMIC OPPORTUNITY FUND**

(Please type or print ALL information)

PERSONAL INFORMATION

Name _____ A- Number _____

Home Phone _____ Cell Phone _____

Email Address _____

Mailing Address _____

College _____

Department _____

Research Professor _____ Phone _____

Department Head _____ Phone _____

Anticipated Graduation Date _____

Freshman Sophomore Junior Senior

DESCRIPTION OF CONFERENCE AND NATURE OF PARTICIPATION

Full Name of Meeting Sponsor _____

Meeting Location _____

Full Title of Meeting (No Acronyms Please) _____

Title of Presentation _____

Form of Presentation: Poster Paper (Presentation) Exhibition (Art)

Academic Competition Musical or Artistic Performance

Other (Please specify) _____

Actual Dates of Meeting: From _____ To _____

Dates of Travel: From _____ To _____

Status of Acceptance: Accepted (attach a copy of your letter of acceptance)

Acceptance Pending

Expected Date of Acceptance Notification _____

Have you received ASUSU AOF funding previously? Yes No

If yes, Date _____ Amount _____

Other faculty, staff, or students traveling with you _____

Other students presenting the same paper/poster with you (Please circle the names of those who are also applying for ASUSU funding) _____

FUNDING SOURCES

University source, college, or department providing funding _____

Amount \$ _____

Contact _____

Phone _____

Do you have other sources of funding? Yes No

If **yes**, specify source, amount, and the name and telephone number of a contact person to verify that funding has been pledged. Note: all sources must be listed or funding will be denied.

If **no**, please provide evidence that you attempted to receive funding from other sources.

OTHER FUNDING SOURCES (if applicable)

ESTIMATED ALLOCATION

\$ _____

Contact _____

Phone _____

\$ _____

Contact _____

Phone _____

Total \$ _____

How much are you able to fund? _____

Where will you secure funding if partially awarded or denied? _____

COST ESTIMATE

COST ESTIMATE

ESTIMATED EXPENSES

Registration Fee _____

\$ _____

Travel (Please fill in individual amounts below)

\$ _____

Plane _____ Bus _____ Rental Car _____ Private Auto _____

Lodging (if sharing a room, include only your cost) \$

Amount Per Night _____ Number of Nights _____

Other (Please Specify) _____

\$ _____

Other (Please Specify) _____

\$ _____

Total \$ _____

Amount Requested: \$ _____

QUESTIONS

You may use a separate sheet of paper for the following questions.

Please include a short description of the nature of the event for which you are attending:

Please describe what your role will be at the event for which you are attending:

Please describe how this experience is directly related to your field of study and will enhance your educational experience:

Please include any other pertinent information that is helpful in understanding your financial need:

I certify that the above cost estimate and information are complete and accurate to the best of my knowledge. If for any reason I fail to attend the conference for which ASUSU Academic Opportunity Fund money was awarded, I promise to repay the fund in full with the understanding that failure to do so will result in a general hold being placed on my university records. I understand that my application materials must be submitted to ASUSU at least four (4) weeks prior to departure. I understand that in order to receive any AOF funding I must provide ASUSU a letter of acceptance (2) weeks prior to the start date of the conference I wish to attend.

As a condition of accepting this award, I agree that I will use a portion of the proceeds to purchase International Travel Insurance through the University Risk Management office if any travel outside of the United States is involved with the purpose of the award. The Risk Manager can be contacted at 435-797-1844 and the office is located in OM 155.

I have read and understand all other requirements and instructions as found in the Academic Opportunity Fund Application Instructions and Regulations form. **I AM ALSO AWARE THAT BECAUSE FUNDING RESOURCES ARE LIMITED, TRAVEL AWARDS ARE NOT GUARANTEED TO EVERY STUDENT WHO APPLIES.** Upon returning from the above mentioned conference, I agree to report back to the ASUSU Academic Senate the opportunities and events of the conference as they benefited Utah State University.

Student
Signature _____ Date _____

Research Professor
Signature _____ Date _____

Department Head
Signature _____ Date _____

**Submit To: ASUSU ACADEMIC OPPORTUNITY FUND, TSC 326 or
Mailing address: ASUSU ACADEMIC OPPORTUNITY FUND, 0105 OLD MAIN HILL
UTAH STATE UNIVERSITY, LOGAN, UT. 84322-0105**

For Office Use Only

Date Application Received _____ Staff Signature _____ Approved Denied
Date Student Notified by email _____ Date Student Notified by letter _____
Amount Awarded \$ _____ Date Awarded _____