SEGSA Travel Grant Information

SEGSA travel funds can assist with funding for research and conference attendance, professional development, and specialized training. Reimbursement occurs post-travel and is awarded through the bursar’s office and the student’s bursar account.

SEGSA will fund:

- Airfare
- Registration fees
- Lodging (not to exceed $75.00 per day including meals)
- Ground transportation including car rental (compact only), shuttle service and taxi
- Mileage reimbursement (32 cents per mile)
- Research or presentation materials, such as copies and postage

Requirements for funding:
- Graduate student in the Special Education Program
- Enrolled a minimum of 6 credit hours per semester
- Funding contingent on presentation at SEGSA event

Funding levels:
Research and conference reimbursement (conference presentation) - **up to $500.00**
Research and conference reimbursement (attendance only) - **up to $300.00**
Professional development reimbursement - **up to $500.00**

A student may only receive one travel grant per academic year.
Application Procedure

A. Proposal

Each applicant **MUST** submit a funding proposal explaining the following areas:

- Dates and location of the activity
- Tentative itinerary
- Description of the professional development activity for which the applicant will require reimbursement
- If applicable, description of the presentation the applicant will give or the workshop the applicant will attend
- Significance of the professional development activity to applicant’s career
- If applicable, involvement in SEGSA, Special Education Program, and/or College of Education in general

The maximum page limit is 2 pages, typed and double-spaced in 12 point font. All proposals must be typed in language easily understandable by graduate students in any college. All technical terms must be defined and explained.

B. Itemized Budget

Each applicant must include an itemized budget that includes detailed information on expected travel expenses, research project costs, other funding received, and other projected expenses.

C. Proposal Submission

Please submit the complete grant application packet in a sealed envelope to Della Gallegos in Hokona-Zuni Hall, Room 104 or via email to segso@unm.edu

Application Deadlines:
*Fall semester* - The first Friday of October.
*Spring semester* – The first Friday in March.

**Funding Notification:** Applicants will be notified of funding decisions within 15 business days of deadline. Please provide a correct email address for award notification.

**D.** The funds are available on a reimbursement basis. Funded applicants must submit a receipt(s) to receive reimbursement through the bursar’s office. **Please note that if you are receiving a tuition waiver this grant will not process.** Reimbursement will require original receipts

**Note:** The following funding review form is used to determine funding awards. Please use it as a guide for the application process.
Application Review Form

Each rating criteria can receive up to 5 points.

I. Technical Merit (Content of Proposal):
   a. Adequate background/information ____

   b. Academic and professional interests explained ____

II. Clarity:

III. Budget:
    a. Budget is organized and easy to follow ____

    b. Budget is well researched (i.e., exact costs for some or most items determined) ____

    c. Budget includes other funding sources ____

IV. Mechanics:
    a. Application is typed, signed, within page limits and submitted by deadline ____

    b. Body of proposal avoids excessive jargon or technical terms are clearly defined ____

    c. Body of proposal has correct grammar and no errors ____

V. Benefits:
    a. Benefits to applicant’s pursuit of a graduate degree (major/minor) or teaching license in special education ____

VI. Discretionary, such as involvement in SEGSA, the Special Education Program or College of Education: ____

Comments: __________________________________________________________

Total Score: _______ 50 point maximum