

## **Criteria for the WiSE Travel Award**

Department of Psychology, Appalachian State University

*This support of student travel is possible through the generosity of Dr. Wiley F. Smith's family, who are providing an endowment for the Department.*

### **Please read carefully**

What you should know about this award...

- Applicants must be enrolled as full-time undergraduate psychology majors or as full-time students in a psychology graduate program at Appalachian at the time of the request.
- The travel for which funding is being sought must be completed while the student is enrolled at Appalachian.
- Awarded funds are disbursed as reimbursement only.
- After the meeting or conference has taken place, the student must submit receipts totaling at least the amount of funding approved to be reimbursed in the approved amount.
- Requests can be made for assistance with the following ONLY:
  - Registration;
  - Travel (airfare, mileage at the current rate/mile, etc.);
  - Lodging.
- An application may be made following submission and pending the acceptance of a presentation proposal; however, reimbursement is only possible if the proposal is accepted AND the student presents at the conference/meeting.
- Review criteria include: the student is presenting, the quality of the proposal/abstract, the significance of attendance for the student's program of study and goals, prior funding through this program (higher priority will be given to students who have not received an award if all other criteria are equal), class standing (seniors and 2<sup>nd</sup> year graduate students will be given priority over underclassmen and 1<sup>st</sup> graduate students if all other criteria are equal), and group travel will have priority over individual travel (if all other criteria are equal).

The following items must be submitted for an application to be complete.

- Completed WiSE Travel Award Application form
- Faculty verification signature on the application form
- Copy of the meeting/conference presentation acceptance or submission form
- For reimbursement, verification that the presentation was accepted and made is required—this verification should be provided when reimbursement is requested
- Copy of the presentation abstract or proposal