

Application Procedures

1. Complete the attached Student Travel Request form and have it signed by a faculty advisor. If applying for Option 3, include a short support letter from your faculty advisor.
2. Attach a one-page, single-spaced narrative describing **your participation** in the program, institute, conference, performance, presentation, exhibition, or event and **its significance to you** and **to the School of the Arts**. Indicate any potential outcomes (i.e., publication, future presentations or performances, future showings, expansion of professional skills, preparation, etc.) that may result from your travel.
3. Include a photocopy of conference description and information (no more than three pages).
4. Include a copy of the invitation to present, perform, or exhibit (if applying for Option 2).
5. Provide documentation of expected travel costs. For example, you could provide a printout from an online travel resource that identifies flight costs and/or lodging costs. A photocopy of materials showing registration fees would be another way of documenting travel expenses.
6. Include a letter of recommendation from a faculty member in your department if applying for Option 3.
7. Email the completed package to sota@ku.edu by 5:00pm, the day of the application deadline.

Review Procedures and Criteria

The review is a three-step process. First, student eligibility (see below) will be determined by a preliminary review by SOTA staff. Next, applications will be blind-reviewed by the SOTA Student Advisory Board using a rating scale. Blind review is a process where identifying information about the applicant is removed from the proposal prior to committee review so that personal connections or relationships are not part of decisions. The Student Advisory Board will provide recommendations to the Director of the School who will make final decisions regarding funding.

Note: Members of the Student Advisory Board may submit travel proposals. However, they may not participate in the evaluative discussion or the numerical scoring related to their own application. Furthermore, Student Advisory Board members will not review or score student applications from their own department.

Each application will be rated using the following criteria:

Eligibility of the student (determined by review by SOTA staff)

- a. Is the student currently enrolled in a degree granting program in the School of the Arts?
- b. Has the student already received travel support from the School of the Arts this fiscal year?
- c. Will the student still be enrolled at KU during the time of travel?

Significance (up to 60 points)

- a. What is the importance of the program, conference, performance, exhibition, or event to the student's professional development?
- b. Will participation lead to significant artistic or scholarly achievement?
- c. Will the travel contribute to the visibility and reputation of the School of the Arts at the University of Kansas?

Quality of the proposal (up to 40 points)

- a. Is the proposal complete with all requested supporting information?
- b. Is it well written with clear explanations of the importance of the travel to the students' professional development?

Please Note:

Requirement for Student Travel Report

Students receiving funding for travel through the School of the Arts Student Travel Fund are required to submit a report of their travel within two weeks of their return. A form will be sent to students with their award notification. Students who fail to submit a report will not be eligible for future support from the SOTA Student Travel Fund.

Questions regarding the above procedures should be directed to the School of the Arts Dean's Office at 864-3661.