Application Procedures

1. Complete the attached Student Travel Request form and have it signed by a 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.

Review Procedures and 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?