



# Academic Opportunity Fund Application

Submit completed applications to  
*senate@aggiemail.usu.edu*

Do not print this application

Academic Opportunity Fund  
Taggart Student Center 326  
0105 Old Main Hill  
Logan, Utah 84322-0105

E-Mail: [senate@aggiemail.usu.edu](mailto:senate@aggiemail.usu.edu)  
Phone: (435) 797-2912  
Fax: (435) 797-2919

# Policies and Procedures

The purpose of the Academic Opportunity Fund (AOF) is to provide financial support to undergraduate students who wish to present research or to participate in an academic competition at a reputable event

The AOF is sponsored by student fees. AOF policies and procedures are meant to ensure that these funds are used responsibly

## Eligibility Requirements

- A. Recipients must be undergraduate students in good standing with Utah State University
- B. Students must have already been accepted as participants in a reputable academic event
- C. Students must represent Utah State University at said event
- D. Students must have received at least \$100 for their presentation or competition from a Utah State University department, college, and/or other university source
- E. The cost of food (per diem), travel to Salt Lake International Airport, *and* 10% of the total trip cost (as defined on page four) must be covered by the students themselves either out of pocket or through fundraising. University donations will not be considered fundraised dollars
- F. A *complete* application must be submitted less than six months and more than four weeks prior to travel to the event
- G. The presentation or competition must be directly related to the field of study of each student involved

*Fulfilling the eligibility requirements does not guarantee funding*

## Application Requirements

- A. Applications will not be considered if any field is left incomplete (type N/A in inapplicable fields)
- B. A copy of the research abstract or competition summary must be attached
- C. A cover letter explaining the credibility of the conference and how it will benefit Utah State University must be attached
- D. Proof of acceptance to the conference/competition must be submitted at least four weeks prior to travel to the event

## Presentation to Allocation Committee

- A. If all eligibility requirements are met, candidates will be invited by their college senator to present to the AOF Allocation Committee
- B. Presentations will be held in the Academic Senate Chambers, TSC 336
- C. Presentations will be limited to five minutes for individuals and ten minutes for groups
- D. Presentations must include
  - a. A brief explanation of the research abstract
  - b. An extended explanation of the trip budget (as outlined on p. 4 of this application)
  - c. A question and answer period

## Disbursement of Funds

- A. Funding is limited and will be awarded on a first-come, first-served basis
- B. No individual will be awarded more than \$500
- C. No group will be awarded more than \$2000
  - a. A group is defined as four or more people
- D. Distribution is arranged through the Student Involvement and Leadership Center (SILC) and the student's department. A Travel Authorization (TA) must be completed through the student's department business manager before travel.

For more information contact your college senator or Jessica Bishop in the SILC:

Jessica Bishop                      (435) 797-1716                      jessica.bishop@usu.edu

# Conference Information

Conference title (do not use acronyms):
Conference sponsor:
Location (city, state):
Dates of conference:
Dates of travel:
Title of Presentation:
Form of presentation: <input type="checkbox"/> Poster <input type="checkbox"/> Paper(presentation) <input type="checkbox"/> Exhibition(art) <input type="checkbox"/> Academic Competition <input type="checkbox"/> Performance <input type="checkbox"/> Other
Explain:

Please include a short description of the event:

Please describe what your role at the event will be:

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

Please include any other pertinent information:

# Funding Information and Budget

## Expenses that AOF may cover

- Conference registration fees
- Travel to conference destination
- Lodging at conference destination
- Travel within destination city
- Other conference related costs

## Expenses that AOF will not cover

- Food (per diem)
- Travel to Salt Lake International Airport

<b>Expenses</b>			
<b>Cost of travel to destination city (per person or per rental car)</b>	<b>Name of airline or car rental company</b>	<b># of airline tickets or rental cars</b>	<b>Line total</b>
<b>Cost of lodging (per room)</b>	<b>Name of hotel</b>	<b># of rooms</b>	<b>Line total</b>
<b>Total cost of travel within destination city</b>	<b>Method (public transport, cab, rental car, etc.)</b>		<b>Line total</b>
<b>Conference registration fee</b>	<b>Name of conference</b>	<b># of people (if fee is per person)</b>	<b>Line total</b>
<b>Other conference related costs</b>	<b>Explanation</b>		<b>Line total</b>
<b>Total trip cost:</b>			

\*An identical copy of this budget must appear in the slideshow presentation to the AOF committee

\*\*Students are expected to seek out the least expensive reasonable options- prices will be checked

# Funding Information and Budget

<b>Personal/Fundraising Contributions</b>	
<b>Total Required Personal/Fundraising Contributions (10% of total trip cost)</b>	
<b>Out of Pocket Contribution</b>	
<b>Fundraising Contributions (if applicable)</b>	
<b>Source 1</b>	
<b>Amount</b>	
<b>Contact Name</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Source 2</b>	
<b>Amount</b>	
<b>Contact Name</b>	
<b>E-mail</b>	
<b>Phone</b>	

<b>University Contribution</b>	
<b>Mandatory Department or College Source</b>	
<b>Amount (\$100 minimum)</b>	
<b>Contact Name</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Secondary Department or College Source</b>	
<b>Amount</b>	
<b>Contact Name</b>	
<b>E-mail</b>	
<b>Phone</b>	

<b>AOF Request</b>	
<b>Amount requested from AOF</b>	

<b>For Office Use Only</b>	
<b>Date Received</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<b>Amount Awarded</b>	
<b>Date Awarded</b>	
<b>Notes</b>	

# Participant Information & Signature

I certify that all information contained within this document is complete and accurate. I understand that if I fail to attend the conference for which I am awarded funds, I will be required to repay the funding in full. Failure to repay will result in a general hold being placed on my university records.

**I understand that funding is limited. Travel awards are not guaranteed to every applicant.**

**If traveling outside the United States:**

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. The Risk Manager can be contacted at 435-797-1844 and the office is located in MAIN 155.

I have read and understand all other requirements and instructions as found in the Academic Opportunity Fund Policies and Procedures.

**Signatures must be made electronically through Adobe Reader**

Individual Applicant (or contact person if applying in a group)	
Name	
College & Department	
A#	
E-mail	
Phone	
Are you an undergraduate student?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit completed application, research abstract, cover letter, and proof of acceptance to  
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# Administrative Information & Signatures

Research Professor	
Name	
E-mail	
Phone	

Department Head	
Name	
E-mail	
Phone	

I certify that all information contained within this document is complete and accurate.

\_\_\_\_\_  
Research Professor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

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# Group Information & Signatures

The following pages are for groups only. All group members must agree to the obligations outlined on page 6. Attach extra pages where necessary.

<b>Group name</b>	
-------------------	--

Group Member	
<b>Name</b>	
<b>College &amp; Department</b>	
<b>A#</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Are you an undergraduate student?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Group Member	
<b>Name</b>	
<b>College &amp; Department</b>	
<b>A#</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Are you an undergraduate student?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Group Member	
<b>Name</b>	
<b>College &amp; Department</b>	
<b>A#</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Are you an undergraduate student?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Group Information & Signatures

Group Member	
Name	
College & Department	
A#	
E-mail	
Phone	
Are you an undergraduate student?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Group Member	
Name	
College & Department	
A#	
E-mail	
Phone	
Are you an undergraduate student?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Group Member	
Name	
College & Department	
A#	
E-mail	
Phone	
Are you an undergraduate student?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Signature

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