**Alpha Kappa Delta Student Member Research Travel Grant Application**

**Complete application, certification, and travel release form(s) are due September 25, 2019**

**or January 31, 2020 or February 28, 2020 (*\*Note: ESS travel applications are due by January 31, 2020)***

**Applications are reviewed shortly after the current deadline.**

**Please type. E-mail to** **AKD@lemoyne.edu**

*Deadlines are the dates in which applications are reviewed. Spring travel applications may be sent in at the fall and winter deadline.*

**\*See Rules and Regulations for more information\***

**AKD will approve up to $400/student, but no more than $1,200/chapter, per academic year for AKD student members who will be presenting a paper or poster at a regional sociology meeting.**

Send one application per chapter. If students are attending different regional meetings, please combine all requests onto one application.

*Please note the amount requested may not be what you are approved for as the amount available is prorated based on the number of eligible requests received in the office.**Funding is on a first come, first served basis.*

**Section One – Basic Information**

**School:**

**Chapter Name:**

**Chapter Representative (faculty advisor):**

**Contact Email Address(es):**

**Section Two – Regional Meeting Information**

**Regional Meeting:**

 (ESS, MSS, MSSA, NCSA, PSA, SSS, or SSSA only)

**Date of Trip: From:** **To:**

**Total Distance (miles):**

**Mode of Travel:**

**Section Three – Student(s) Information**

**Number of students who will receive support:**

**Please list the name of each student who will receive support (separated by a comma):**

**Are all these students official AKD members?** Yes No

**\**If you checked no,*** *please submit forms and fees for membership for the students who are not members listed above following this application. Please note students must meet AKD’s minimum eligibility requirements to become members. Our office will accept multiple orders a semester for this purpose. This must be received in the Executive Office before the deadline.* Students must be current members in order for the application to be approved. Students do not have to be active members.

**Section Four – Abstract(s)**

**Please copy and paste each student’s abstract that has been/will be sent to the regional conference for approval to present a paper or poster on page 3.** AKD Student Member Research Travel Grant applications can be approved without final confirmation from the regional society; however, in order for the Executive Office to cut a check after travel, we will need a copy of the program showing each student’s name listed.

**NOTE:** If an application is approved, but a student’s abstract is not selected for presentation from the regional society for the conference, please inform the Executive Office so the funds may be used for other students.

**Section Five –Budget**

Include the amount requested and for each of the following below (**Note: AKD will not reimburse for food**). Please include any other sources of funding as well:

Hotel:

Airfare:

Mileage:

Other Transportation (taxi, train, parking, etc.):

Registration:

Other sources of funding:

**Total amount requesting per chapter:**

\*The amount of the request must not exceed $400/student, or $1,200 overall.

**Section Six – Verification**

**Chapter Representative Signature\*\*:**

 **Electronic signature is acceptable**

**E-mail:**

**\*\*Applications are accepted only from active chapters and chapter representatives (faculty advisors) who are Voting members in AKD.**

**SUBMISSION:** Please submit this completed application, all travel release forms, and the certification form as email attachments to AKD@lemoyne.edu.

**Paper or Poster Abstracts**

**Below, paste each student’s name, paper/poster title, abstract, and indicate if the paper/poster has or has not been accepted by the regional society.**