

**SIGMA THETA TAU INTERNATIONAL  
BETA XI CHAPTER**

**APPLICATION for TRAVEL AWARD**

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SEND COMPLETED APPLICATION TO:

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**SIGMA THETA TAU INTERNATIONAL  
BETA XI CHAPTER**

**TRAVEL AWARD INFORMATION**

**I. Information Related to Travel Award Funding**

A. Purpose

The purpose is to stimulate research generation, dissemination and utilization through the provision of financial support for research projects and research presentations.

B. Administration of the Research Fund

1. Responsibilities of the Board of Directors

- a) The Board of Directors of the Beta Xi chapter (hereafter referred to as the Chapter) shall designate money for the Research Fund (the Fund) in the budget each year, divided equally between Fall and Spring funding periods.
- b) The Board of Directors will review and vote on grant proposals recommended for funding by the Research Committee.
- c) The treasurer forwards checks from the Fund to the grant recipients following receipt of receipts.

2. Responsibilities of the Research Committee

- a) Announces the availability of Research Funds.
- b) Reviews grant proposals.
- c) Ensures grant applications are complete and in accordance with established policies and procedures.
- d) Makes recommendations to the Board of Directors on all proposals received.
- e) Maintains all correspondence with grant applicants and awardees, including receipts/reimbursement.
- f) Monitors grant usage by grant recipients.
- g) Obtains reports of research findings for public distribution.
- h) Maintains a five year record of monetary grants and awards.

C. Applicant Qualifications and Requirements

Applicants for awards must meet the following criteria:

1. The applicant must hold formal preparation in the conduct of research and a baccalaureate or higher degree in nursing. Nursing students conducting research under the direct supervision of a qualified faculty meeting the above criteria are also eligible to apply.
2. Applications must be submitted to the Research Committee.
3. Applicants must submit confirmation of acceptance to conference.
4. Applicants must agree to the provisions of the Sigma Theta Tau Research Travel Award Agreement (Appendix B).

#### D. Application Process

1. Travel award requests must be submitted according to application guidelines. If the proposal does not meet the established application guidelines, it will be returned without review.
2. Completed applications include:
  - a) Application form (Appendix A)
  - b) Copy of conference acceptance letter
  - c) Budget request
  - d) Travel award agreement (Appendix B)
3. Deadlines  
January 1<sup>st</sup> is the deadline for submitting requests for travel award funding in February and August 1<sup>st</sup> is the deadline for submitting requests for travel award funding in September.

#### E. Criteria for Awarding Travel Award

1. Funding for travel will be evaluated on the reviewer's estimation of contribution to nursing science and public benefit, or research that aids the scientific education of nursing students.
2. Process for determining allocation of funds if number travel grant requests exceeds the yearly allocation of funds
  - a) When the number of applications in each category exceeds the funds available, the Research Committee Chairperson will inform the board of the situation.
  - b) The Board will review the budget and may vote to fund additional qualified proposals from active chapter members.
  - c) If no additional funds are allocated, priority will be given to those members who have assumed an active role in the Chapter.

#### F. Travel Award Allocation and Dispersement

1. The allocation of funds will be recommended by the Research Committee.
2. A maximum of **\$250** will be awarded per grant.
3. Funds will be allocated for expenses directly related to the development of delivery of the presentation at a professional meeting or conference (i.e., poster preparation, slides, travel fees, registration)
4. Funds may not be requested for expenses incurred prior to the application date.
5. Monies will be allocated upon receipt of original receipts. Applicant will submit original receipts of expenses to the Research Committee Chairperson to receive dispersement of funds. Funds will only be dispersed for items listed on the budget submitted with the proposal.
6. An individual may receive research travel award funding only once every two years.

## G. Responsibilities of Recipients of Travel Award

Funds for research projects are accepted with the following stipulations. The Recipient agrees:

1. To accept responsibility for the scientific conduct of the project if a grant is awarded as a result of this application.
2. To adhere to the original purpose and objectives as set forth in the application for funding.
3. To not accept duplicate funding for the project (funding from another source for the same budgeted items).
4. To submit original receipts of expenses to the Research Committee Chairperson to receive disbursement of funds. (Funds will only be dispersed for items listed on the budget submitted with the proposal.)
5. To send one copy of an abstract of the completed project to the Research Committee Chairperson within one year of project completion.
6. To acknowledge the assistance of Beta Xi Chapter, Sigma Theta Tau International in any future proceedings from the research.
7. To permit the Chapter to publish the abstract of the study in any publication of the Chapter.

## II. General Instructions for Applicants

A. Applications must be postmarked by the January 1<sup>st</sup> deadline for February funding or August 1<sup>st</sup> for September funding. Formatted: Bullets and Numbering

B. Submit one copy of the application which includes:

- a) Application form (Appendix A)
- b) Copy of conference acceptance letter
- c) Budget request
- d) Travel award agreement (Appendix B)

C. Deadlines

January 1<sup>st</sup> is the deadline for submitting requests for travel award funding in February and August 1<sup>st</sup> is the deadline for submitting requests for travel award funding in September.

**APPENDIX A:  
RESEARCH TRAVEL AWARD APPLICATION FORM**

Date: \_\_\_\_\_

1. Name: \_\_\_\_\_

2. Title of Project: \_\_\_\_\_

3. Conference Title and Location: \_\_\_\_\_

4. Institutional information (Employer or School currently enrolled): \_\_\_\_\_

5. Preferred Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

6. Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

7. Registered Nurse in State(s), Province/Country of: \_\_\_\_\_

8. Sigma Theta Tau Membership:  Yes  No Chapter(s): \_\_\_\_\_

9. Have you ever received a Sigma Theta Tau International Travel Award:

Yes Date: \_\_\_\_\_  No

10. Are you now receiving, or have you received, any support for this project from any source? Other support is defined as all funds or resources, whether Federal, non-Federal, or institutional, available to the principal investigator in direct support of the research endeavors through research or training grants, cooperative agreements, contracts, fellowships, gifts, prizes, and other means. Please indicate sources and amount.

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

11. AMOUNT REQUESTED FROM:

Beta Xi Chapter \$ \_\_\_\_\_

Other funding sources \$ \_\_\_\_\_

TOTAL BUDGET OF THE PROJECT \$ \_\_\_\_\_

If other support requested is received, it is expected that you will submit a copy of your funding notice to the Research Committee for your grant file. It is expected that the Principal Investigator will not accept duplicate funding.

12. Abstract – Provide abstract of presentation below.

**APPENDIX B:  
TRAVEL AWARD AGREEMENT**

I, \_\_\_\_\_, (*print full name*) agree to the following if I am awarded funds by Beta Xi Chapter, Sigma Theta Tau International, for the proposed travel award.

1. To accept responsibility for the scientific conduct of the project if a grant is awarded as a result of this application.
2. To adhere to the original purpose and objectives as set forth in the application for funding.
3. To not accept duplicate funding for the project (funding from another source for the same budgeted items).
4. To submit original receipts of expenses to the Research Committee Chairperson to receive disbursement of funds. (Funds will only be dispersed for items listed on the budget submitted with the proposal.)
5. To send one copy of an abstract of the completed project to the Research Committee Chairperson within one year of project completion.
6. To acknowledge the assistance of Beta Xi Chapter, Sigma Theta Tau International in any future proceedings from the research.
7. To permit the Chapter to publish the abstract of the study in any publication of the Chapter.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Research Committee Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_