SEF Application - Study Abroad

Thank you for your interest in the Student Engagement Fund (SEF)-Study Abroad application!

Please note that this application is for students only. Faculty who are interested in applying for study abroad funds should email the Student Engagement Fund Team at ugresearch@niu.edu.

Before beginning this application, please note that if you log out of the application, you must log back in on the same computer to pick up where you left off. Additionally, you will be required to upload the following documents at the end of the application. Please prepare these materials in advance so you can submit them with your application:

- Budget: SEF Budget Template
- Trip Timeline
- Transcripts
- Reference Form

Students, please have a faculty or staff reference complete the SEF Reference Form for your application to be considered complete. Letters of recommendation must be submitted by the application deadline.

Please submit all materials as PDFs.

If you have any questions, please contact the Student Engagement Fund Team at ugresearch@niu.edu.
Have you ever applied for the Student Engagement Fund before?

☐ Yes (Please include the semester and year you applied below)

_______________________________________________

☐ No

Contact Information - Student Application

☐ First Name ________________________________________________

☐ Last Name ________________________________________________

☐ ZID ______________________________________________________

☐ NIU Email _________________________________________________

☐ Major ____________________________________________________

☐ College ___________________________________________________

☐ Additional Email ___________________________________________

When is your graduation month/year?

Please note that students cannot graduate before completion of the study abroad trip.

What is your current NIU GPA?

NIU Faculty-led Study Abroad/Away Programs

Funding can cover expenses incurred by the students participating in a study abroad program. (All College of Liberal Arts and Science (CLAS) undergraduate students are eligible to apply for funding in this category. Extremely limited funding is available for non-CLAS applicants.)
Program/Trip/Project Information

- Title of program/trip/project:
  __________________________________________________

- Destination (include address):
  __________________________________________________

- Start date of trip (Month/Day/Year):
  _________________________ _________________________

- End date of trip (Month/Day/Year):
  __________________________________________________

- Anticipated project completion date (Month/Day/Year):
  __________________________________________________

Student Academic Experience
Indicate how the proposed experience is expected to enhance your academic experience and future career.
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Describe what you want to achieve from this experience:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________


Anticipated Outcome
Explain the significance of your project and its potential to benefit society or contribute to achieving specific societal outcomes (i.e. the big picture).

How do you plan for your project to be disseminated? Examples include poster, report, a publishable article or chapter, a performance, a policy recommendation, or other. *Other examples include professional development, the advancement of knowledge in your career field, and more.

Be as specific as possible.
________________________________________________________________
________________________________________________________________
________________________________________________________________

Additional Documents

Download and submit the budget template, available here: SEF Budget Template. All applicants are required to submit an itemized budget when completing the SEF application. Any budget submission that is not completed using the provided template will not be considered. It is important that applicants are as specific as possible when submitting their budget, including the following information:

Description of item (including the cost and quantity)
- Justification of why the item is essential for the project's success
- Distinguish if the purchase will be made by the student or the Department
  - a. *Items purchased by the student directly* - examples include: travel, hotel, poster printing, registration for a conference, training cost, travel-related per diem etc.
  - b. *Items purchased by the department* (these will require NIU property tag with a few exceptions) - examples include: group travel, software, hardware, other equipment, books, lab safety gear, and data storage.

Eligible expenses include (but are not limited to):
- Project supplies (including printing costs)
- Travel related to research or project
- Conference travel for undergraduate students (must be presenting outcomes from this project)

NOTE: the budget MUST include: mileage, airfare, hotel/lodging, registration fees, per diem costs, and any miscellaneous expenses.
Upload a detailed timeline of your proposed trip.

Upload your unofficial transcripts.

Please provide the email address for your letter of recommendation. Recommenders will receive an email stating that you requested a letter from them for the SEF grant.