Undergraduate Student Engagement Travel Grant (USET) Application

Thank you for your interest in the Undergraduate Student Engagement Travel Grant (USET)!

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: USET Budget Template
- Project Timeline
- Transcripts

Students will also need a faculty or staff reference to prepare a letter of recommendation and submit it using the reference form. Applications are not complete until we receive a reference letter. Letters must be received by the 15th of each month.

Applications are reviewed on a rolling basis around the 15th of each month, with notification of results by the end of that month.

If you have any questions, please contact the USET Team at ugresearch@niu.edu.
Do you have a minimum of a 2.75 GPA?

- Yes
- No

Only students who have a 2.75 GPA or above are eligible to apply for USET. Please reapply only when you have met these conditions.

**Which category are you applying for?**

- Travel to Conferences or Competitions
- NIU Faculty-led Study Abroad
- Service Based Experience
- Other Student Engagement Activity (please specify) _________________________
Contact Information - Student Application

○ First Name ________________________________________________

○ Last Name ________________________________________________

○ ZID ________________________________________________

○ Major ________________________________________________

○ College ________________________________________________

○ Preferred Email____________________________________________

○ Preferred Phone _____________________________________________

○ Current Year in School ______________________________________

○ Recommender’s Name _________________________________________

○ Recommender’s Email________________________________________

Service Based Experiences
You will now be directed to the application questions regarding service based experiences.

This covers expenses incurred by the students participating in service based experiences, such as program costs.

Project Title: _________________

If you are working with a nonprofit community or agency, please include their information below.
Examples of these types of organizations include community based nonprofits, FermiLab, Argonne National Laboratory, or other similar organizations.

○ Name of Agency ____________________________________________

○ Agency Website ____________________________________________
**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.

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

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Does this project tie into a specific course?

- Yes (List course below) ________________________________________________
- No

**Travel to Conferences or Competitions**

You will now be directed to the application questions regarding travel to conferences or
competitions. This covers travel expenses incurred by students. Projects may be mentored by faculty or staff, as appropriate.

**Conference Information**

- Sponsoring Agency
- Conference Title
- Conference Website
- Conference Location (city, state)
- Conference Start Date (Month/Day/Year)
- Conference End Date (Month/Day/Year)

**If this is a professional meeting, is it:**

- State
- Regional
- National
- International
What is your role in the conference?

☐ Presenter

☐ Organizer

☐ Participant

☐ Volunteer

Presentation Title:

_________________________________________________________________

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.

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

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NIU Faculty-led Study Abroad/Away Programs

You will now be directed to the application questions regarding study abroad/away programs. This covers expenses incurred by the students participating in a study abroad program.

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): ________________________

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.

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_________________________________________________________________________
Student Academic Experience
Indicate how the proposed experience is expected to enhance your academic experience and future career.
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Other Student Engagement Activity
You will now be directed to the application questions regarding other student engagement activities. Please describe what you plan to use the funds for in detail.

Describe the engagement opportunity in detail:
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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.
________________________________________________________________
________________________________________________________________
Student Academic Experience
Indicate how the proposed experience is expected to enhance your academic experience and future career.

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Do you have pending funds for this project? If so, describe below.

☐ Yes (Please describe) ____________________________________________

☐ No

Additional Documents

Download and submit the budget template, available here: USET Budget Template

All applicants are required to submit an itemized budget when completing the USET 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. If applicable, please include

- Mileage
- Airfare
- Hotel/lodging
- Registration fees
- Per diem costs
- Any miscellaneous expenses.

If selected, students will receive up to $500 in funding. Eligible expenses include (but are not limited to):

- Conference registration fees
- Travel expenses (excluding local transportation; e.g.: travel in DeKalb County)
- Program costs (service-based experiences)
- Lodging associated with the travel experience
- Per diem costs associated with the trip (e.g.: food)

Upload a detailed timeline of your proposed project.

Upload your unofficial transcripts.

Please have your letter of recommendation complete the [recommendation form](#) for your application to be considered complete. Letters of recommendation must be submitted by the 15th of each month.