Undergraduate Student Engagement Travel Grant (USET) Application

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

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](#)
Experience 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 the month.

Applications are reviewed on a rolling basis after 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](mailto: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 Experience (please specify)
Marketing
How did you hear about this program? Check all that apply.

☐ Admitted Student Day

☐ Advisor

☐ Community Advisor

☐ Engaged Learning Drop In Hours

☐ Faculty

☐ Flyer

☐ NIU Announcements

☐ NIU staff

☐ NIU Today

☐ NIU website

☐ Orientation

☐ OSEEL staff

☐ Other students

☐ Other tabling event

☐ Social media

☐ Student Involvement Day

☐ Other ________________________________
Contact Information - Student Application

○ First Name ___________________________________________________

○ Last Name ____________________________________________________

○ ZID _________________________________________________________

○ Major _______________________________________________________

○ Preferred Email ______________________________________________

○ Preferred Phone ______________________________________________

○ Recommender's Name _________________________________________

○ Recommender's Email _________________________________________

Demographic Information

The following information will be used to help us better analyze our data and better serve NIU's diverse populations of students.

In which college do you study?

○ Business

○ Education

○ Engineering and Engineering Technology

○ Health and Human Sciences

○ Liberal Arts and Sciences

○ Visual and Performing Arts
What is your year in school?

- Freshmen
- Sophomore
- Junior
- Senior
- Other

Did you begin your time at NIU as a freshman or as a transfer student?

- Freshman
- Transfer

What is your cumulative GPA?

- 0.00-0.49
- 0.50-0.99
- 1.00-1.49
- 1.50-1.99
- 2.00-2.49
- 2.50-2.99
- 3.00-3.49
- 3.50-4.00
Are you in the CHANCE program?

- Yes
- No

Are you in the Honors program?

- Yes
- No

Are you a student athlete?

- Yes
- No

Demographic Information, cont.

The following information will be used to help us better analyze our data and better serve NIU's diverse populations of students.

What is your gender?

- Male
- Female
- Non-binary / third gender

- Prefer to self-describe ____________________________________________________________
- Prefer not to answer
What is your ethnicity?

- African American
- American Indian / Native Alaskan
- Asian
- Hispanic
- Pacific Islander
- White
- Multiple Ethnicities
- Other
- Prefer not to answer

Are you a first generation college student?

- Yes
- No

Are you an international student?

- Yes
- No

Service Based Experiences
You will now be directed to the application questions regarding service based experiences such as Huskie Alternative Breaks.

This category covers expenses incurred by the students participating in service based experiences, such as program costs of an alternative break.
Project Title:

________________________________________________________________________

If you are working with a nonprofit community, organization or agency, please include their information below.
Examples of these types of organizations include community based nonprofits, Habitat for Humanity, Equal Justice, Teach for America, or other similar organizations.

☐ Name of Organization ______________________________________________________

☐ Organization Website ______________________________________________________

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

How do you plan to share your experience? 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.

Minimum of 150 words.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Academic Experience
Indicate how the proposed experience is expected to enhance your academic experience and future career. (Minimum of 150 words)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Does this experience 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 category 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? Please note, your role does not impact your eligibility for funding.

☐ Presenter
☐ Organizer
☐ Participant
☐ Volunteer

Presentation Title:
________________________________________________________

Significance
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 to share your experience? 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.

Minimum of 150 words.

________________________________________________________
________________________________________________________
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Student Academic Experience
Indicate how the proposed experience is expected to enhance your academic experience and future career. (Minimum of 150 words)

________________________________________________________
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

〇 Title of program/trip/project: ________________________________

〇 Destination (include address): ________________________________

〇 Start date of trip (Month/Day/Year): __________________________

〇 End date of trip (Month/Day/Year): __________________________

〇 Anticipated project completion date (Month/Day/Year): __________

Significance
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 to share your experience? 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.

Minimum of 150 words.

________________________________________________________________
________________________________________________________________
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________________________________________________________________
Student Academic Experience
Indicate how the proposed experience is expected to enhance your academic experience and future career. (Minimum of 150 words)

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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:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Significance
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 to share your experience? 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.

Minimum of 150 words.
Student Academic Experience

Indicate how the proposed experience is expected to enhance your academic experience and future career. (Minimum of 150 words)
Do you have any additional funds for this project? If so, describe below.

- [ ] Yes (Please describe) ________________________________________________

- [ ] No

Please describe the impact of the financial support on your participation in this experience.

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
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, and 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)

**Please note, only submit items that are not covered by other funding sources and include comments for those considered priority. Maximum amount of budget should be $500.

Upload a detailed timeline of your proposed experience.

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 the month.