



Sam Houston State University

**Office of Research  
& Sponsored Programs**

Internal Grant Programs

*Student Travel Awards for Professional Presentation (STAPP)*

# Office of Research and Sponsored Programs – Internal Grant Programs

## *Student Travel Awards for Professional Presentation*

### **ABSTRACT**

The purpose of the *STAPP Awards Program* is to help defray the costs of any SHSU undergraduate student for travel to conferences, meetings, exhibits, or performances where the results of their faculty-mentored research, scholarship, or creative activity will be presented. Students must be enrolled at SHSU at the time of travel.

*Funding:* Each student will receive \$400 for regional/state travel and \$800 for national/international travel

*Award Submission Deadline-* Rolling

*Selection:* Applications will be evaluated, prioritized, and selected based on current funds available in the program. If your application is selected for funding, per SHSU policy, all travel will be reimbursed upon completion of the appropriate travel forms and submission of receipts. It is your responsibility to work with your faculty mentor and/or departmental administrative assistant to complete all appropriate forms prior to travel and to submit receipts for allowable expenses upon your return.

*Recipient Expectations:* Students who receive a STAPP award are required to submit one of the following after completing their travel to [ugresearch@shsu.edu](mailto:ugresearch@shsu.edu):

- One or more photos and a short summary of their experience to be posted on the Office of Undergraduate Research's social media accounts
- A two-page, double spaced reflective report detailing their experience and what they gained from presenting their research or creative activity

*Submission:* Please pay careful attention to these guidelines as incomplete applications and applications that do not follow the guidelines will be rejected. We will accept STAPP Award submissions throughout the year. To submit, combine all required proposal elements into a single PDF document and submit [here](#).

For questions related to the STAPP Awards Program, please contact Seth McAdow at [stm001@shsu.edu](mailto:stm001@shsu.edu).

# **APPLICATION GUIDE**

## **Sections**

The STAPP Award application will consist of 3 individual sections. Each section must begin on a new page and be clearly listed in the Table of Contents of the proposal application. All sections should be continuously paginated and properly formatted in the prescribed order.

### **STAPP Awards Program – *Required Sections:***

- I. Application with mentor and chair approval signatures and dates
- II. Budget and budget justification form
- III. A letter of support from the student's faculty mentor

\*Find all the required documents for submission [here](#).

Additionally, we attempt to fund as many applications as possible, please plan to share rooms and costs with other students attending the same conference if possible and let us know how you intend to do so as part of your Budget Justification.

## **Submission**

To submit, combine all required proposal elements into a single PDF document and submit [here](#).