The SAFS Travel Grant is intended to provide opportunities for SAFS students to become familiar with and participate in their future professions through travel to conferences and other academic meetings.

**Deadline**

* Applications are preferred one month prior to the event
* Pre-conference funds cannot be obtained without at least three weeks’ notice
* Applications for retroactive funding will only be accepted with approval from the SAFS steering committee

**Eligibility**

Students are eligible to apply for a SAFS Travel Grant award if:

* They are in good academic standing in their degree-granting program and with their SAFS academic program. Students new to the program are welcome to apply.
* They have not received a SAFS Travel Grant in the same academic year.

**Award Description**

A student is eligible to receive one travel grant award during an academic year, based on the date the conference is attended.

* Students may request up to $800 for the travel grant.
* Conference fees, travel, meal per diem, and accommodations can be covered by the grant. The SAFS Steering Committee expects grantees to keep costs to a minimum, such as shared rooms and transportation when possible.
* Unless otherwise arranged, students receive reimbursement ***after*** the event.
* Submit receipts to the student’s department administrative staff.

**Application Procedure**

Submit the following materials to [Katherine Alaimo](mailto:alaimo@msu.edu?subject=SAFS%20Travel%20Grant) (alaimo@msu.edu):

* SAFS Travel Grant Application form (see page 2)
* A recommendation letter completed by the faculty advisor (graduate) or major advisor (undergraduate) as to how the conference participation or travel is directly relevant to the student's research, studies, or future career.
* A copy of the event registration showing the site and dates of the event.
* A budget regarding the amount of funding requested and a list of the ***specific*** expenses to be covered by the award.

**Questions? Contact:**

Julie Cotton, Academic Specialist for Sustainable Agriculture and Food Systems

Plant & Soil Science Bldg, 1066 Bogue St., Rm. A264

517-353-0156 o. / 517-488-7841 m.

[cottonj@msu.edu](mailto:cottonj@msu.edu)

NAME: DEPARTMENT:

E-MAIL: PHONE:

AMOUNT REQUESTED\* $ -

\* Conference fees, travel, meal per diem and accommodations UP TO $800 can be covered by the grant

**PLEASE PROVIDE THE FOLLOWING INFORMATION IN SUPPORT OF THIS APPLICATION:**

1) NAME OF CONFERENCE, MEETING OR EVENT:

2) DATE OF CONFERENCE:

3) SITE OF CONFERENCE:

4) WHAT IS YOUR PURPOSE IN ATTENDING?

5) HOW DOES YOUR ATTENDANCE RELATE TO YOUR SAFS ACADEMIC PROGRAM?

**NOTE: APPLICATIONS MUST INCLUDE THE FOLLOWING. PLEASE CHECK THAT EACH ITEM IS ATTACHED:**

◻ Endorsement/letter from the applicant’s advisor including an indication of the significance of the conference or event forum

◻A copy of the event registration showing the site and dates of the event.

◻An estimated budget and including itemized expenditures for the event.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF APPLICANT’S PRIMARY ADVISOR

DATE

**APPLICATIONS MUST BE SUBMITTED TO: Katherine Alaimo, PhD, SAFS Program Director, Associate Professor, Department of Food Science and Human Nutrition, MSU,** [**alaimo@msu.edu**](mailto:alaimo@msu.edu)