

Marcus Undergraduate Student Presentation Grant

The Marcus Undergraduate Student Presentation Grant awards grants up to \$1000 for student majors in the College of Liberal & Creative Arts who will present their work at an in-person or virtual peer-reviewed or juried conference/meeting/exhibit (e.g., a presenter of a paper, exhibitor of a creative project, or performer).

Applications are accepted on a rolling basis during the academic year.

Student expenses for travel and or registration fees will be funded only if the following conditions are met and the request is approved ***in advance*** by the students' department chair.

GUIDELINES:

1. Must be a currently enrolled undergraduate at SF State and majoring within the College of Liberal and Creative Arts.
2. Must be an active participant in the peer-reviewed or juried conference/meeting/exhibit (e.g., a presenter of a paper, exhibitor of a creative project, or performer.)
3. Funding can be spent on transportation, lodging, meals, and conference registration, and meals limited to \$58 per diem (day) and/or reimbursement limitations (e.g., no reimbursement for alcoholic beverages.)
4. No more than \$1000 will be awarded per student each fiscal year. Funds must be expended in accordance with state travel regulations. Funding requests to travel outside of the U.S. must follow current CSU International Travel/Travel to High-Risk Countries guidelines and the advance process necessary through the college dean (or designee), Risk Management, the provost and the president. **NOTE:** Travel insurance is required for all International Travel with the insurance cost being deducted from the allocation.
5. May only be reimbursed for mileage or the cost of the rental car if he/she/they have completed the Driver Safety Program requirements. Note: grant recipients cannot be reimbursed for gas expenses.
6. Applications must be submitted at least 30 days prior to domestic travel and at least 45 days prior to international travel.
7. For SF State/CSU detailed travel information, please go to: [CSU Travel Policy](#)

PROCEDURES:

- 1. Complete the grant application form (following pages) and include the following:**
 - a. Accepted abstract or submission.
 - b. Evidence of your participation (e.g., a letter of invitation or acceptance from the conference/meeting or a copy of the conference/meeting program that lists your presentation.)
 - c. A brief statement indicating how participation in this conference/meeting will enhance your educational goals (200-400 words).
- 2. If traveling to your conference, complete the following:**
 - a. Section for Request for Authorization to Travel lines 1–8 and sign on line 10.
 - b. Section for Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims.
 - i. For international travel, please also contact Tony Tran ttran38@sfsu.edu
 - c. If traveling to a high-risk country or banned state, you will need to complete an [Authorization for One Time Exception to Policy form](#).
- 3. Submit to Tony Tran** by email ttran38@sfsu.edu or in person in the LCA Dean's office (Marcus Hall 404). He will review your application materials for completion and forward to your Department Chair/Director to endorse your request.

Please direct questions to: Tony Tran ttran38@sfsu.edu

To be completed by the student applicant:**APPLICANT INFORMATION**

APPLICANT NAME		TODAY'S DATE	SFSU ID#
PHONE NUMBER	EMAIL	DEPARTMENT	MAJOR
HOME ADDRESS		CITY, STATE	ZIP CODE

CONFERENCE INFORMATION

TITLE OF CONFERENCE		NAME OF ORGANIZATION SPONSORING THE CONFERENCE
DATES OF CONFERENCE	CONFERENCE REGISTRATION FEE	
TYPE OF PRESENTATION Oral, poster, performance, etc.		TITLE OF PRESENTATION

IF TRAVELING to PRESENTATION

DEPARTURE CITY City, State, Country	DESTINATION City, State, Country
PLACE OF CONFERENCE Institution, convention center, etc.	
AIRFARE ESTIMATE	LODGING ESTIMATE

Applicant Signature _____ Date _____

To be completed by the Department Chair:

Based on its adherence to the guidelines stated above and its educational merits, I

- ☐ Endorse the request
☐ Deny the request

Department chair Signature _____ Date _____

SUBMISSION CHECKLIST:

- ☐ Accepted abstract or submission.
- ☐ Evidence of your participation (e.g., a letter of invitation or acceptance from the conference/meeting or a copy of the conference/meeting program.)
- ☐ A brief statement indicating how participation in this conference/meeting will enhance your educational goals (200-400 words.)
- ☐ This application form.
- ☐ If traveling to the presentation:
 - ☐ Section for Request for Authorization to Travel lines 1-8 and signed on line 10.
 - ☐ Section for Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims completed and signed.
- ☐ For international travel, please contact Tony Tran ttran38@sfsu.edu