

## The Dean of Harvard College Student Life Fund 2014-2015

The Dean's Student Life Fund supports domestic travel by individual students and recognized student groups with the goal of promoting safer travel practices. A committee of student leaders, selected through a process administered by the UC, will administer the grant in partnership with College administrators and according to the following guidelines.

### Travel Grant Criteria

1. *Individual travel:* Grants are made to individual students for one-time, unique opportunities that require travel. The fund supports domestic, travel-related expenses to academic conferences at which the student has been invited to speak or present research. The invitation and description of research to be presented should be submitted at the time of the grant application.
  2. *Student Organization/Club Sport Travel:*
    - a. Grants are made to support domestic travel by recognized student organizations and club sports. As a pilot program for 2014-2015, recognized student groups in good standing with the College will be eligible to apply for travel grants.
    - b. Priority will be given to:
      - i. travel activities that are:
        1. aligned with the College's Mission to support experiences that foster intellectual, social, and personal transformation
        2. aligned with the purpose of the group
        3. within the current scope of an organization's travel activities
      - ii. support efforts to utilize safer travel options (e.g. use of public and charter transportation options)
      - iii. applications that give complete and realistic pictures of financial planning to afford travel activities and highlight where additional funding from the Dean's Student Life Grant is needed
    - c. Deadlines
      - i. Fall term travel grants deadline is October 26, 2014 at 5pm
      - ii. Spring term travel grants deadline is January 20, 2015 at 11:59pm
      - iii. Grant applications for unanticipated travel opportunities will be considered on a rolling basis (within 3 weeks of submission) following these deadlines, as funding is available.
  3. Grant requests must be made in advance of the event for which the student/group is applying. Grants will not be made retroactively.
  4. Grant proposals must:
    - a. include the official name of the event/competition/conference attending along with links to relevant websites
    - b. describe how the travel plans align with the purpose of the organization and the mission of the College to educate responsible citizens and citizen leaders for society
    - c. submit a Travel Plan Form for each trip including demonstrated efforts to take responsibility for safer travel practices (applicants should review the resources and best practices available on the Office of Student Life website prior to submitting a travel plan)
    - d. provide a budget showing income and expenses related to travel, identifying reasonable shortfalls specify all costs associated with travel to the event, including:
      - i. Hotel or other lodging costs
      - ii. Transportation costs (when possible, students should choose rail or bus travel, in lieu of air travel).
      - iii. Registrations or other fees associated with the event
- Please note that this fund is intended to assist with travel by student organizations, and should not be expected to fully fund travel activities.
5. This is a reimbursement grant, and applicants will be required to submit receipts detailing the actual costs of the travel associated with the event.
  6. Student organizations that receive funding are required to:
    - a. Complete a *Funding Acknowledgement Form* acknowledging that the funds will be used appropriately and that proper procedures will be followed
    - b. Register the trip with the Office of Student Life (or Athletics if funded group is a Club Sport)
    - c. Complete an online driver safety course when using funds to rent and drive a vehicle.