

## The Dean of Harvard College Student Life Fund 2016-2017

The Dean's Student Life Fund supports domestic travel by individual students and recognized student groups with the goal of promoting safer travel practices. Students are reminded that all Harvard students are expected to engage in safe travel practices and are responsible for their own safety while traveling, whether or not the travel receives funding from Harvard.

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:* Individual students may apply for domestic travel grants to participate in one-time, unique opportunities particularly of an academic nature. 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. Email invitation to [osl@fas.harvard.edu](mailto:osl@fas.harvard.edu).
2. *Student Organization/ Club Sport Travel:*
  - a. Grants are made to support domestic student group travel with the goal of incentivizing best practices for safe travel. Recognized student groups in good standing with the College and Club Sports in good standing with the Department of Athletics will be eligible to apply for travel grants.
  - b. Priority will be given to:
    - i. support efforts to utilize best practices for safe travel (e.g. use of public and charter transportation options)
    - ii. 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
    - iii. applications that give complete and realistic pictures of financial planning to afford travel activities and highlight where additional funding from the Travel Grant is needed
    - iv. Priority *will not* be given to travel grants where university supported travel options are available.
  - c. Deadlines
    - i. **Fall Travel:**
      1. **September 11, 2016 @ 11:59pm** for travel Sep. 1, 2016 to Jan. 31, 2017
      2. **October 31, 2016 @ 11:59pm** for travel Nov. 1, 2016 to Jan. 31, 2017
    - ii. **Spring Travel:**
      1. **January 22, 2017 @ 11:59pm** for travel Feb. 1, 2017 to May 31, 2017
      2. **March 19, 2017 @ 11:59pm** for travel Mar. 20, 2017 to May 31, 2017
    - iii. Requests that meet deadlines will be prioritized
    - iv. 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 short falls specify all costs associated with travel to the event, including:
    - i. Hotel or other lodging costs
    - ii. Transportation costs (when possible, 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. Register the trip with the Office of Student Life (or Athletics if funded group is a Club Sport)
  - b. Complete an online driver safety course when using funds to rent and drive a vehicle.

*For travel safety resources, please visit <http://osl.fas.harvard.edu/travel>*