

The College of Arts & Sciences considers student research and creative endeavors to be a vital part of a student's education. Therefore, the college has established the Student Presentation/Publication Award (SPPA) to make possible the dissemination of the results of original student research or creative accomplishments. In recognition of exemplary research and creativity, students whose research/creative endeavors are accepted for presentation/publication at the local, state or national level are eligible to apply for a SPPA to help with associated costs. Awards are available up to \$400.

## Guidelines

### Applications

- Applications should be completely filled out.
- Applications must be endorsed by the department chair.
- Students must provide evidence that the work has been accepted for presentation or publication.
- Applications must be submitted within one year before or within one week after travel or publication.

### Other Requirements

- Student must be a current NKU student at the time of funding disbursement, so if a student graduates in May and travels after graduation date they will not be eligible for this funding.
- Project must have been undertaken while the applicant was a student at NKU.
- Students may only receive funds up to \$400 during the fiscal year (July 1st through June 30th). This means that if a student is awarded one project at \$300, they may still apply for up to \$100 on another application during that fiscal year. When travel is concluded a summary report must be submitted with the reimbursement documentation.

### Award Funds

- Funds may only be applied to presentation/publication related expenses including airfare, mileage, lodging, parking, journal publication costs and registration fees. Research related fees are not eligible.
- For students requesting funds to present a project, the student agrees to follow all University rules and regulations related to student travel. Funds allowable by University regulations will only be reimbursed after completion of trip with proper documentation. Students may want to familiarize themselves with student travel regulations established by the Comptroller's Office at <https://inside.nku.edu/comptroller/travel/student.html>.
- Publication costs must follow University purchasing regulations. Students will be required to provide proper documentation for costs (this may include an Invoice for Publishing or Journal Fees and appropriate University Purchasing Requisition). These costs will be paid directly to institution providing invoice. Students may not be reimbursed for costs that they pay out of pocket, unless travel is involved. Publication costs do not cover basic copying, poster making, etc.
- Award funds are discretionary and based on availability of funds.

Applications are accepted throughout the year. Please complete the following application, obtain faculty advisor and department chair signatures, and attach required documentation. Applications can be delivered to the College of Arts & Sciences Dean's Office in Steely Library 410 or emailed to Dr. Bethany Bowling at [bowlingb2@nku.edu](mailto:bowlingb2@nku.edu). If you have questions please contact Dr. Bowling at [bowlingb2@nku.edu](mailto:bowlingb2@nku.edu) or (859)572-5415.



# Student Presentation/Publication Award (SPPA)

Complete the form and attach evidence that you have accepted to present or publish project. Send form and attachments to College of Arts & Sciences Dean’s Office in Steely Library 410 or [bowlingb2@nku.edu](mailto:bowlingb2@nku.edu) well in advance of planned travel. Decisions regarding funding will be made as soon as possible by the review committee and college.

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Have you received a Student Presentation & Publication Award in the past? Yes No

If yes, Date Received \_\_\_\_\_ Amount \$ \_\_\_\_\_

Title of Article or Presentation: \_\_\_\_\_

Name of Journal or Meeting: \_\_\_\_\_

Location (if appropriate): \_\_\_\_\_

Date(s): \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Amount Requested from the college: \_\_\_\_\_

Are you requesting money from another sponsor? Yes No (If yes, amount requested? \_\_\_\_\_)

Please provide a brief description of the scholarly and/or creative project you plan to present/perform /publish:

Please provide an itemized account of costs associated with your research project (Include all expenses and their funding sources even if the total exceeds \$400):

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, the student agrees that the information on this application and attachments is correct and that the student has read and understands the guidelines on the first page of this document.

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, the faculty advisor believes in the importance of this student presentation/publication to enhance the student’s academic experience.

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, the department chair believes in the importance of this student presentation/publication to enhance the student’s academic experience.