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**SCHOLARLY STUDENT TRAVEL SUPPORT PROGRAM**

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**NOTE:** Applications are accepted on a rolling basis (no fixed deadline) but must be submitted **at least 45 days before** you intend to travel.

**I. PURPOSE:**

The Student Travel Support Program is offered by the USC Upstate Office of Sponsored Awards and Research Support (SARS). It provides financial support to offset the costs of students traveling to present the results of their faculty-mentored research, scholarly endeavors, or creative activities at a professional or scholarly meeting, symposium, performance, or exhibition. A faculty mentor submits the application, as they are the anchor for the research collaboration.

**II. AMOUNT:**

Up to **\$1000.00** per student to offset travel, registration, and lodging expenses. In the case of multiple students traveling to a conference to present their scholarship, a separate application must be submitted for each student participant.

**III. ELIGIBILITY:**

Full or part-time USC Upstate degree seeking graduate and undergraduate students in good standing who will be presenting (or present at the event as a co-author) their faculty-mentored scholarly work/findings as part of a professional meeting, symposium, performance, or exhibition.

**IV. REQUIREMENTS:**

Proof of meeting registration and acceptance of submitted work for presentation (if applicable) must be submitted as supporting documents in the application (see #6 in Section V). Students supported by the travel support program must adhere to all rules and guidelines pertaining to student travel at USC Upstate. **Students awarded travel support MUST work with the SARS Office Grants Coordinator to complete a Travel Authorization form.** Upon returning from the trip the faculty mentor must complete a final report form; a link to the form will be emailed once the trip is completed and your mentor will have 30 days to complete the form. Faculty mentors may not be eligible to apply for future support through the SARS office if this Final Report Form is not completed.

**V. APPLICATION PROCESS:**

Applications to the student travel support program are accepted on a rolling basis as funds are available. Incomplete applications or applications for travel that has already occurred will be rejected without review. Faculty mentors must complete an application and submit all the required materials **at least 45 days** before the travel dates. Complete ALL parts of the application using the [SARS Funding Opportunities Portal](#).

**VI. APPROVAL CRITERIA:**

This is a competitive program and funding is limited. Applications will be reviewed based on the following criteria: (1) the merit of the work being presented; and (2) the quality of the event that the student will be attending. Once funds have been exhausted from the Student Travel Support Program for the fiscal year no more awards will be approved.