



Student Presentation/Publication Award (SPPA)

Northern Kentucky University Research Foundation
Nunn Drive, AC 616
Highland Heights, KY 41099
(859) 572- 5166

The Northern Kentucky University Research Foundation (NKURF) considers student research and creative endeavors to be a vital part of a student's education. Therefore, NKURF 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, student whose research or creative endeavors are accepted for presentation or publication at the local, state or national level are eligible to apply for a *Student Presentation/Publication Award (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.
- Project must have been undertaken while the applicant was a student at NKU.
- Multiple authors for one presentation/publication may choose to either fund one student as the representative or may apply as a group and divide the award.
- 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.

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 <http://access.nku.edu/comptroller/indexes/payable.htm>
- 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 department chair signature and attach required documentation and deliver it to the Northern Kentucky University Research Foundation in Lucas Administrative Center - Room 616, Nunn Drive, Highland Heights, KY 41099.

Please address any questions to Mark Santanello at santanelm1@nku.edu or (859) 572-5166. Guidelines updated August 24, 2005. These guidelines must be used for any travel or publication funds request after September 1, 2005.



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If interested in requesting funds, please fill in the following form and attach evidence that you have accepted to present or publish project. Send form and attachments to Northern Kentucky University Research Foundation (NKURF) at the address above well in advance of planned travel. Decisions on whether or not to award funding will be made as soon as possible by the Northern Kentucky University Research Foundation.

Name: _____

Program of Study / 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 Presentation): _____

Date(s): _____

Estimated Cost: _____ Amount Requested from RGC: _____

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.

Department Chair: _____ Date: _____
By signing, the department chair believes in the importance of this student presentation/publication to enhance the student's academic experience.