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Pinion Grants

OSR Travel Funding FY24

# Purpose

OSR’s Pinion program provides financial assistance to students to enable them to present the results of their research or creative activities at professional conferences, competitions, juried exhibitions, or performances. The purpose of these funds is to help students gain experience in showcasing their work in a professional setting on a national level.

# Eligibility

To be eligible, a student must:

* be a full-time graduate or undergraduate student
* in good academic standing;
* have a faculty sponsor/mentor;
* be accepted for the conference or competition to present their work (i.e. oral presentation, poster session, or performance)

# Funding

Up to $300 is available to assist with transportation expenses, lodging, conference registration, and some incidental costs, subject to the University's travel reimbursement regulations.

Students must request travel funds from their department/school, College, and Graduate School (if applicable). Students may combine this grant with the Graduate School’s [Symposium Project /Presentation Assistance](https://forms.illinoisstate.edu/forms/symposium_project_presentation_assistance_grant) or other grant program *as long as the expenses covered by each grant are different.*

The same student may not receive more than one OSR Travel Grant per academic year.

# Application Process

Students must apply for funding prior to travel. The application consists of:

1. An Application Form (on InfoReady) with information about the student, the conference/exhibition, title of students’ contribution/presentation, and dates and place of travel.
2. Documentation of the student’s name in the program, or acceptance/invitation to present.
3. Detailed budget using the “Estimated Expenses/Budget form” provided with lodging, transportation and other allowable travel expenses listed
4. Specification in the budget of other support requested and amount funded
5. Approval of a faculty mentor (this is be sent automatically once the application is received by OSR)

All travel/travel reimbursement must follow I[llinois State University travel guidelines and procedures](https://travel.illinoisstate.edu/). Students traveling out of the United States must meet with the Export Control Officer before traveling.

# Deadlines

Travel funds are available on a first-come, first-served basis. Therefore, each applicant should submit his/her application as early in the fiscal year as possible, and well in advance of the proposed travel.

# Access to Funds: Reimbursement

After the conference/event, students must update the Estimated Expenses/Budget form and submit it to **Matt Upholz at msuphol@ilstu** with applicable receipts and documentation attached**. For timely reimbursement, please submit these within two weeks after the event.**

For additional information or questions, contact Gina L Hunter, Director, Office of Student research at [glhunt2@ilstu.edu](mailto:glhunt2@ilstu.edu).