

UNIVERSITY OF MICHIGAN-FLINT

Frances Ann Frazier Student Travel Scholarship Guidelines

Frances Ann (Fran) Frazier was born August 9, 1933, the only child of James T. and Anna M. Frazier. Her parents moved to Flint from Missouri. Her father worked at the Chevrolet plant; her mother ran a boarding house. Fran attended Flint Junior College for two years, and was awarded a scholarship to the University of Chicago. She began working for the University of Michigan-Flint, initially as a secretary in the Theatre and Political Science Departments. Fran served as the English Department secretary for the last 22 years of her life. She was much admired and valued by the faculty and students. Fran loved long distance biking, playing scrabble, and knitting. She was an eclectic reader and an avid Gilbert and Sullivan fan. Having grown up in a city that offered little in the way of intellectual stimulation or exposure to the arts, Fran understood that education could open many doors for people. When she worked at UM-Flint, Fran helped students to see and seize both educational and job opportunities, and through the significant endowment she bequeathed, she continues to influence students' lives and development. The University is deeply grateful for her very generous gift, which provides funding to support students' participation at local, state, national, and international conferences.

Scholarship Guidelines *The committee will strictly adhere to the criteria listed below.*

1. This scholarship will help fund students' participation (conference registration, travel, hotel accommodations, meals, immunizations, passports, and insurance) in local, state, national, and international conferences.
 - a. The committee would like to distribute meaningful, albeit limited funds, to a large number of applications. As such, this scholarship is not intended to fund groups or to necessarily be the sole source of student travel funding.
 - b. Applications should already be committed to attending a conference. A scholarship award will complement the applicant's financial resources.
2. Scholarship awards, not to exceed \$2,500 each, are available to UM-Flint juniors, seniors, and graduate students who have a minimum 3.0 grade point average. If faculty participate in the conference, along with the students, the scholarship is also available to freshmen and sophomores. **Applicants must be degree-seeking students at the time of application and enrolled during the semester of proposed travel.**
 - a. Scholarships will be awarded on a competitive basis.
 - b. Applicants will receive an advantage over other applicants if they have:
 - i. shown superior academic achievement,
 - ii. on-campus leadership in organizations and/or activities,
 - iii. received and/or accepted invitations to make a presentation or present a paper at the conference,

- iv. shown that their conference attendance will be of significant academic and/or professional value.
3. Applicants must submit a **completed** Frances Ann Frazier Student Travel Scholarship Application to the Office of Financial Aid.
 - a. Applicants will be evaluated on an individual basis.
 - b. The Faculty Advisor Application Endorsement should be filled out individually and sent separately by the sponsoring faculty member. The endorsement should persuasively support the applicant and provide as much additional information as possible to assist the Committee in making a positive decision.
 4. Award recipients must submit a written report (regarding conference experience and knowledge gained) within two weeks following the conference. This submission should also include copies of handouts, brochures, booklets, etc., confirming attendance at the conference. Failure to submit the conference report could result in a potential audit of all expenses.
 5. The Frazier Selection Committee, appointed by the Provost and the Director for Development and Alumni Relations, will be comprised of one representative from each of the three schools (School of Education and Human Services, School of Health Professions and Studies, and School of Management), one representative each from the College of Arts and Sciences, Graduate Programs, and Student Affairs. **The Selection Committee will meet quarterly.**

Scholarship Application Requirements:

Please return all scholarship application materials to:

Frances Ann Frazier Student Travel
Scholarship Selection Committee
Office of Financial Aid
University of Michigan-Flint
277 University Pavilion
Flint, Michigan 48502-1950

Revised 08-29-17

Office of Financial Aid, August, 2017



Name: _____ UMID: _____
 Graduation Date: _____ Major: _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Phone: (____) _____ Email: _____

Travel Dates: Departure: _____ Return: _____
 Enrolled at UM-Flint at time of travel: Yes No
 Nature of Participation (check all that apply): Attending Conference Presenting a Paper* Poster
 Conference Title: _____ Destination: _____
 *Copy of paper acceptance notice is required when you submit your funding request

The following required documentation is attached to my application:

Essay explaining how participation in the conference will affect your education—no more than two, typed pages Printed copy of completed registration form Individual Faculty Advisor Application Endorsement Form

Estimated Costs
NOTE: The Frances Ann Frazier Student Travel Scholarship should NOT be the sole source of financial support

Registration Fee (s)		\$ _____
Transportation (include all that apply)	Air	\$ _____
	Automobile (_____ miles x 0.535)	\$ _____
	Train	\$ _____
Lodging	_____ nights at \$ _____ per night Name of person sharing accommodations _____	\$ _____
Meals	\$ _____ for _____ days (DO NOT include meals covered by the conference)	\$ _____
Total Costs:		\$ _____

Additional Funding Sources:	Academic Department	\$ _____
	Personal contribution	\$ _____
	Other	\$ _____

I have read and agree that all statements made in this application are true and correct to the best of my knowledge. Deliberate falsification or misrepresentation will result in forfeiture of the Frances Ann Frazier Student Travel Scholarship received from the University of Michigan-Flint. In order to receive funds, students must be degree-seeking students at the time of application and enrolled during the semester of proposed travel .

Student Signature _____ Date _____
 Faculty Advisor Signature _____ Date _____
 Faculty Advisor Name Printed _____ Advisor Attending? Yes No



Applicant's Name Printed _____

The endorsement of the Faculty Advisor should be filled out individually for each student applicant and sent separately by the sponsoring faculty member. The endorsement should persuasively support the applicant and provide as much additional information as possible to assist the committee in making a positive decision.

Large empty box with horizontal lines for writing the endorsement.

Return the Faculty Advisor Application Endorsement should be returned directly to:
Office of Financial Aid
Frances Ann Frazier Student Travel Scholarship Selection Committee
University of Michigan-Flint
277 University Pavilion
Flint, MI 48502

Faculty Advisor Signature _____ Date: _____
Faculty Advisor Name Printed _____
Department _____ Phone: _____

08/29/17

FRANCES ANN FRAZIER STUDENT TRAVEL SCHOLARSHIP

Travel Expense Guidelines

Please note the following:

- Your conference report is due **no later than two weeks after returning from the conference**.
 - Format: reports must be typed (double-spaced)
 - Length: 2 pages maximum
 - Subject: conference experience and knowledge gained
- Keep a receipt for every expense. All vendors provide receipts including fast food, taxi service, etc. If one is not provided, request one. Although students are not required to submit all of their receipts there is a possibility of an audit.
- **Acceptable meal limits** are as follows: Breakfast - \$25; Lunch - \$25; and Dinner - \$55. **The acceptable gratuity limit is not more than 20%.**
- When submitting **mileage** for credit, a MapQuest or something comparable should be submitted and mileage is calculated at 53.5 cents per mile.
- **Gasoline purchases are ONLY acceptable if they are for a rental car.** If you are traveling in your personal vehicle, you are eligible to submit mileage and the University does not pay both mileage and gasoline costs.
- **Acceptable expenses** include the following: registration, lodging, meals/food, ground travel such as parking, taxi, bus, subway fares, and customary tips (that can be documented).
- **Unacceptable expenses** may include but are not limited to toiletries, souvenirs, alcohol, paper products, side trip excursions, and/or any expense that may be of a personal nature, or that are already covered by conference participation (meals, etc).

This is not an all-inclusive list; however, we hope that it will help answer some of your questions and eliminate any surprises regarding what is acceptable and what is not.

**PLEASE SUBMIT YOUR CONFERENCE REPORT TO:
OFFICE OF FINANCIAL AID ♦ 277 UNIVERSITY PAVILION.**