

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 a lifetime cumulative maximum of \$2,500, are available to UM-Flint undergraduate and graduate students who have a minimum cumulative 3.0 grade point average at the time of submission. **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 schools (School of Education and Human Services, School of Nursing, 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 10-26-17



Frances Ann Frazier Travel Scholarship Application

Name: _____ UMID: _____
Graduation Date: _____ Major: _____
Address: _____
City: _____ State: _____ ZIP: _____

Travel Dates: Departure: _____ Return: _____
Enrollment 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 pages
[] Printed copy of completed registration form
[] Individual Faculty Advisor Application Endorsement Form

Table with 2 columns: Description and Amount. Rows include Registration Fee, Transportation (Air, Automobile, Train), Lodging, Meals, Funding sources, and TOTAL COSTS.

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.

Student Signature _____ Date _____
Faculty Advisor Signature _____ Date _____
Faculty Advisor Name Printed _____ Attending: [] Yes [] No



Frances Ann Frazier Travel Faculty Advisor Application Endorsement

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 lined area 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 Number _____

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 not to exceed the per diem for the city in which the conference is held (i.e.: the per diem for San Francisco is \$74/day)
- When submitting **mileage** for credit, a MapQuest or something comparable should be submitted and mileage is calculated at 58 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).
- Students must have an up to date mailing address on file. If student does not have EFT direct deposit set up, paper checks will be mailed directly to the students mailing address that the university has on file.

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.**