

## Guidelines for Student Travel Grants

1. Students who wish to apply for travel grants should do so *at the time they submit their papers to the program committee*. This should be included with the call for papers announcement as a “Notice to all students.”
2. Student applications should include a cover letter stating your interest in attending, your financial need, and the title of the paper you’ve submitted for consideration
3. All student applications for travel grants should have a letter of recommendation from their department chair or a faculty member familiar with their research. Letters of recommendation should be forwarded to the program committee chair *along with the paper proposal*.
4. Only those student’s whose paper are accepted for presentation will be considered for awards.
5. The program chair will collect all student travel grant applications and forward them to the executive committee to determine the number and extent of grants to be awarded. Criteria for award determination will be based upon the strength of the paper, need, and availability of funds in the SAHMS treasury.
6. The president of SAHMS will inform students of their award status after the executive committee decision is made. *All executive committee decisions are final*.
7. Students will be expected to attend the *entire* conference.