



Advancing Hispanics/Chicanos
& Native Americans in Science

Travel Scholarships

Summer Application Process for Undergraduate Students

Application Deadline: **7/9/2010 by 11:59 PM PST**

Only available for undergraduate students that are participating in a summer research program. Program Directors will need to enroll the program and submit individual students' email address into the SACNAS system for you to access the travel scholarship application and/or abstract system. **Note:** Program Directors do not need to be SACNAS members to enroll the program.

Summer Travel Scholarship Application Checklist for Undergraduate Students

If your summer program is **only** sponsoring your student membership dues (\$25) and enrolling the program into the SACNAS system, please see the instructions below.

- Step 1- Update or create a MySACNAS account:** Returning applicants please update your MySACNAS account information. First time applicants please create a MySACNAS account.
- Step 2- SACNAS Membership:** Since your summer program will be sponsoring your student membership you will need to wait until you receive a SACNAS membership confirmation email. Once you receive confirmation that your membership has been sponsored, proceed to the next step.
- Step 3- Register for the Conference:** Through your MySACNAS account you will be able to register for the conference. **Note:** The summer travel scholarship application link will only become available upon successful completion of steps 2 and 3.
- Step 4- Submit your Summer Program's Unique Code:** In your MySACNAS account click on the '**Summer Application**' link. Input your program's unique access code that was sent by your program director via email.
- Step 5- Complete and Submit the Travel Scholarship Application:** The application for travel scholarships is only available online through your MySACNAS account. Applicants **must** indicate, on the appropriate sections of the online application, whether they are applying for travel support, lodging support, or both. Applicants must complete the online application and submit a 500- word minimum statement of purpose in the space provided. Applications missing a statement of purpose will not be accepted. **Travel Scholarship Application Deadline: July 9th, 2010**
- Step 6- Upload Required Documents:** Applicants need to upload their transcript/enrollment verification and letter of recommendation online in PDF format by the application deadline (**7/9/10**). Use the '**Edit Application**' link in your MySACNAS account to **upload your documents after you have submitted your application**. SACNAS will NOT accept hardcopies of materials. Applications missing any of these documents will automatically not be considered for an award.

A complete SACNAS Travel Scholarship application includes:

- 500-word minimum Statement of Purpose (submitted with the application)
- Transcript or Enrollment Verification (unofficial copy is fine)
- Letter of Recommendation (from a faculty member or program director)

Optional

SACNAS Student Asset Survey: SACNAS encourages all travel scholarship applicants to complete a SACNAS Student Asset Survey so that SACNAS can assess and evaluate the outcomes of the conference. Each travel scholarship applicant will receive an email message with instructions regarding how to complete and submit the SACNAS Student Asset Survey. *Please note that the completion of this survey is requested but NOT required.*

Award Details

A SACNAS Travel Scholarship award includes lodging and/or travel to the SACNAS National Conference. **Notification of application status will be sent via email by August.** All travel scholarship awardees are required to submit an E-contract (within one week of award notification) in order to activate the award; failure to submit the contract will invalidate the travel scholarship award. **Travel and/or lodging arrangements will be made by SACNAS upon receipt of signed Travel Scholarship E-contract.** *NOTE: Failure to follow the cancellation policy may result in financial charges to the student for travel, lodging, and registration fees (up to \$1,500 in fees).*

○ Travel

Standard Roundtrip Airfare or Train*: All travel scholarship recipients will be scheduled to arrive on Wednesday, September 29 and depart on Sunday, October 3. Your travel itinerary will be sent by CAIN Travel to the email address provided in your application. The SACNAS travel scholarship does **NOT** cover ground transportation to and from the airport/train station.

**Train option is only available for applicants traveling in California within a 150 mile radius from the conference site.*

○ Lodging

Undergraduate travel scholarship recipients will be housed at a conference hotel for four (4) nights, two students per room. Assigned hotel rooms have two double beds per room. Awards cover room and tax ONLY. Incidentals are not covered. Lodging arrangements are made by SACNAS and cannot be changed on site.

NOTE: *Exceptions may occur due to specific events.*

○ Post-conference Evaluation:

If awarded, SACNAS requests that travel scholarship recipients help us improve services and programs by submitting feedback, either in an essay or survey. Post-conference evaluations will be emailed immediately following the conference. *Please note that the completion of the evaluation is requested but NOT required.*

Frequently Asked Questions

What steps must I take in order to apply for a travel scholarship?

- 1) If you don't already have one, create a **MySACNAS** account.
- 2) Applicants must possess a paid membership that is current through 10/03/10.
- 3) Applicants must register for the conference through their MySACNAS account.
- 4) Upon successful completion of steps 2 and 3, click on **Summer Application** at your MySACNAS account to begin the SACNAS travel scholarship application!

What payment options are available for membership dues and registration fees?

All membership fees must be paid in full. Students eligible for waived membership because of their chapter status must contact Tanya Beat first. If your summer program is sponsoring your student membership dues, your program director will need to go through the 'Sponsor an Individual' process.

SACNAS suggests that you pay your registration fee as soon as you register. A registration payment option available for all applicants is through the "Sponsor an Individual" process. If a professional individual or institution will be paying your registration cost, then they will have to go through the sponsorship process. Please see: **Sponsor an Individual**

What should I include in my statement of purpose?

Please refer to the following prompt as a guide when writing your statement of purpose.

Note: *Have your statement of purpose written and ready to copy and paste onto the text box before submitting your application. Once the application is submitted you will no longer be able to make edits to your statement. Emailed or mailed statements will not be accepted or reviewed.*

Undergraduate Statement of Purpose Prompt – Describe your field of research, plans for graduate study, and future academic and career goals. Include information that will show your preparation for graduate study and reasons for

choosing your field of study. Also include an explanation of why you would like to attend the SACNAS National Conference and how attending the conference will help you in your academic and professional career.

Should I submit a transcript or enrollment verification?

An unofficial transcript is preferred, but an enrollment verification form will also be accepted. Your transcript should include your name, institution, discipline, expected graduation date, and classes that pertain to your major. Please submit a transcript with as much of this information as possible. Limit the file size to 2MB or less.

Can I call the SACNAS Office for my summer program's code?

Summer program codes will not be distributed over the phone. If you have not received an email with your program's access code, approach your program director and ask him/her to enroll the program into the SACNAS system. If you deleted or lost the email, ask your program director to send you a reminder email.

What is the process of award notification and acceptance?

All applicants will be notified of their travel scholarship status via email by August. Please check your **MySACNAS** account for updates and details on application status. If you have received an award, please submit the E-contract immediately.

What if I cancel my application before award notification?

Cancelling your application doesn't cancel your registration. If you cancel or withdraw your travel scholarship application, and are no longer planning on attending the conference, you **MUST** cancel your registration to not incur charges. You can cancel your application and/or registration through your MySACNAS profile. Make sure to review the SACNAS **cancellation policy**.

What if I do not receive a travel scholarship award?

SACNAS strongly encourages you to seek alternative support through your institution, department, program, academic advisors, and professors. SACNAS will send all applicants a status notification by August. If we are unable to award you a travel scholarship and you are no longer planning on attending the conference, you will have the opportunity to cancel your registration without a cancellation penalty. **Deadline to cancel registration without a penalty: August 20, 2010**

How are my travel and lodging arranged?

To accept your travel award, you must submit your E-contract. After SACNAS receives your E-contract, we process a round trip flight or train trip to the conference for you based on the airport/train station information provided in your travel scholarship application. Your itinerary is then emailed to the address provided within the application. Lodging accommodations are also arranged at the discretion of SACNAS and lodging assignments are provided onsite. Onsite lodging changes are not permitted. **You do not need to arrange your own travel or lodging arrangements if you have received a SACNAS travel scholarship award.**

What should I do if I am experiencing problems or have additional questions?

If you need assistance with your travel scholarship application or if you have questions regarding submission of your E-contract, please contact Perla Miranda, Program Manager, at (toll free) 1-877-SACNAS-1, ext. 231.

Apply for a Travel Scholarship at **MySACNAS**