



Advancing Hispanics/Chicanos
& Native Americans in Science

Travel Scholarships

Summer Program Enrollment Process for Program Directors

System Opens: Monday May 17th, 2010

Summer Travel Scholarship Deadline: Friday July 9th, 2010

Summer Abstract Submission Deadline: Tuesday July 20th, 2010

Program Directors must enroll their summer research program in the SACNAS system so that their summer program students can access the summer travel scholarship application and/or research abstract link. Once the program is enrolled, SACNAS will issue a unique access code for your program. Students will need to use the access code to access the SACNAS online summer travel scholarship application and/or abstract system. **Note:** Program Directors do not need to be SACNAS members to enroll a summer program.

Type III: Summer Program Enrollment Checklist for Program Directors

If your summer program is sponsoring both student membership dues and registration fees (\$250 per student), please see the instructions below.

- Step 1- Update or create a MySACNAS account:** Returning program directors please update your MySACNAS account information when you login. **New to SACNAS:** please create a [MySACNAS account](#).
- Step 2- Enroll your Summer Program:** On your MySACNAS account click on the 'Enroll Summer Program' link. The form requires you to submit basic information on your summer program. Upon successful submission, a confirmation page will appear. This page will contain your program's unique access code.
- Step 3- Sponsor Student Membership Registration & Dues:** Go to your MySACNAS account and click on the 'Sponsor an Individual' link. It's highly encouraged that your students create a MySACNAS account before you sponsor their membership dues and registration fees.

You will need to submit the individual's first name, last name, email address, institution's name, and education status. Select 'Student Member Registration & Dues \$250' and click on 'Continue' to process payment. Student membership fees must be paid immediately so students can proceed to submit their application. **Note:** If you choose the invoice option for student membership fees, this delays the travel scholarship application process on the students' end.

Tip: If you are sponsoring more than one individual, select 'Add Another Individual' after submitting at least one individual's information. This allows you to have one single receipt for multiple orders.

- Step 4- Submit Student Emails:** After enrolling your summer program, go back to your MySACNAS account and click on the 'Manage Your Summer Programs' link. Enter the email addresses of each of the summer program students you would like to have access to the summer travel scholarship application and/or abstract system. The student's email address that you submit should be the same as the one in their MySACNAS account.

Upon submission of each **unique** email address, the system will send an automated email to that student with your program's unique access code, which will grant them access to the travel scholarship application and/or abstract system. **Note:** Students need to have SACNAS membership, through 10/3/10, and register for the conference for the travel scholarship and abstract link to become available on their MySACNAS account.

❑ **Step 5-Manage your Summer Program:** Up July 9, 2010, you may return to the 'Manage Your Summer Programs' page at any time to review your students' status and you will be able to: add student emails, view which of your students have applied for summer travel scholarships, check the status of students' application materials, and/or send automated reminder emails to students who have not applied or who are missing materials.

Travel Scholarship Application Process

Once your students have current membership, register for the conference and their email addresses have been submitted, they are ready to submit their travel scholarship application. At the [Summer Travel Scholarship](#) webpage, students can download the [Type III-Undergraduate Summer Travel Scholarship \(PDF\)](#) which contains step by step on the application process.

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*)

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 will be 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).*

Frequently Asked Questions by Program Directors

Who is eligible to apply for a summer travel scholarship?

The summer travel scholarship application is only for students enrolled in a summer research program. Program Directors need to enroll their program and submit students email address into the SACNAS system for students to receive the program's access code for the travel scholarship system.

I can sponsor my student's membership dues immediately but I would like to get invoiced for their registration fees?

To process payment for a student's membership dues but get invoiced for the registration fees do the following **before** submitting a student's email address in the summer program management system.

- 1) Through your MySACNAS account click on the 'Sponsor an Individual' link. Submit the student's information and choose the 'Student Membership- 1 year \$25' option.
- 2) After processing student membership payment, instruct students to log into their MySACNAS account and register for the conference. When they register for the conference they can choose the 'Pay by Invoice' option and have them provide your billing information. This option allows students to register for the conference but defers payment.
- 3) Submit the student's email in the 'Manage Your Summer Program' system.
- 4) Have students start and submit their travel scholarship application through their MySACNAS account.

When and where do students enter the program's access code?

Once students have SACNAS membership, through 10/3/10, and register for the conference, both the travel scholarship and abstract submission link will become available on students' MySACNAS account. After clicking on the appropriate link, students will be prompted to enter the summer program's access code.

What is the process of award notification and acceptance?

All applicants will be notified of their travel scholarship status via email by August. Students can check their MySACNAS account for updates and details on application status.

How does a student accept a travel scholarship award?

In the award notification email, students will be instructed to log into their MySACNAS account to submit their E-contract by the deadline (usually within a week of award notification).

The E-contract stipulates the conditions under which students agree to accept the award, such as: attending all conference sessions including meal functions, arriving at the conference site by Wednesday September 29, and agreeing to the SACNAS safe and intoxicant-free conference policy. After submission of the E-contract, student travel and lodging is arranged by SACNAS.

What if a student is not awarded, can my program get refunded for a students' membership fees and registration dues?

Student membership fees are not refundable. However, if a student is not awarded a travel scholarship or a student can no longer attend the conference, he/she will have the opportunity to cancel their registration without a cancellation penalty. **Deadline to cancel registration without a penalty: August 20, 2010**

Enroll your Summer Program at [MySACNAS](http://www.sacnas.org)