**INFORMATION FOR APPLICANTS**

**BACKGROUND**

The Foundation’s Student Activities Reimbursement (StAR) Fund will provide the opportunity for students to attend official ASCE meetings and conferences across the country. Through their engagement in these leadership and educational activities, the next generation of civil engineers will be able to better understand the field, learn new skills, engage with future peers and employers, and share their ideas and perspectives. The Committee on Student Members and the Student and Younger Member Programs Department will administer, review, and make recommendations to the Foundation Board to approve final selection of StAR fund recipients. There is no prescriptive list of admissible events and the Committee on Student Members will consider all applications while taking into account the relevance to ASCE, and active rather than passive participation by the applicant.

**GUIDELINES**

1. Applicants must be members of ASCE.
2. Applications must be received at least 2 months before the date of intended travel or conference or other educational event for which an award is sought.
3. The deadlines for applications to be received by the ASCE Foundation are:
	* 1. 1 August (covering events October-December)
		2. 1 October (covering events January-June)
		3. 1 May (covering events July-September)
4. Funds are awarded on a competitive basis at the discretion of the Committee on Student Members.
5. Applicants are expected to demonstrate on their application form the professional benefit to be gained by participation in the ASCE related activity.
6. There is no set amount for the award, but it is expected that the applicant will be able to demonstrate cost-sharing with other financial support applied for or obtained, for example, from their educational institution, their employer, their ASCE Institute, Region, Section, Branch or from other grant awarding organizations.
7. A successful applicant will not be eligible for another award until a minimum of two years has lapsed.
8. All successful applicants will be required to submit a report demonstrating the benefit derived from attending the event and allow their image and testimonial to be used to raise funds for the StAR award and further promote the program.
9. The applicant should take all reasonable steps to collect receipts etc. and provide evidence to ASCE that the award was used for the purpose originally specified on the application.
10. Awards will be paid after the event and upon receipt of proof of expenses and your report. Payments will be made by bank transfer to an account specified by the applicant. It is the applicant’s responsibility to ensure that arrangements are in place for receipt of the award.

**PROCESS**

***Applying for a StAR Fund Award:***

Applicants should first read carefully the guidelines for application. The criteria for evaluating an application will be:

a. Description of need

b. Quality of technical contribution

c. Perception of potential impact

d. Community impact

e. Cost sharing

f. Quality of application

The application form should be completed in full, taking particular care to provide evidence of why an award is needed, what is special about the conference or other event being attended, what technical or professional benefit is likely to accrue from attendance, and what other sources of funding have been explored.

***After submission of the application:***

The Manager of Student Programs will forward to the Committee on Student Members the applications received by the dates given in the criteria above. These dates will be strictly adhered to. The Committee on Student Members will report its decisions on awards to the ASCE Foundation Board within two weeks of their receipt of applications.

***Notification of outcome:***

The Committee on Student Members will pass on the decisions to applicants. An applicant can expect to receive a decision no later than one month after the deadline for submission. (September 1 for the August 1 deadline, November 1 for the October 1 deadline, and June 1 for the May 1 deadline.)

***Payment of the Award:***

Awards will be paid after the event and upon receipt of proof of expenses. Payments will be made by bank transfer to an account specified by the applicant. It is the applicant’s responsibility to ensure that arrangements are in place for receipt of the award.

***Reporting on the benefits to the applicant of receiving the Award:***

Award recipients are required to submit a report to the Committee on Student Members within six weeks of their activity. This will include a short 500-word article suitable for publication on the ASCE website and the ASCE magazine and should demonstrate the technical and professional benefits gained.