**RUTH CRYMES MEMORIAL GRANT**

**POLICIES AND GUIDELINES**
(Revised March 25, 2020)

**Conference Travel and Registration Support**

The Ruth Crymes Memorial Grant provides support to enable registered full-time classified students in the BA, MA, AGC, and PhD programs in SLS to present papers at refereed national or international professional meetings, as well as local conferences and meetings such as Hawai‘i TESOL and HALT. Support is not available for simply attending conferences, or for delivering presentations that do not appear to have been refereed or that appear to be primarily commercial rather than academic in nature.

1. The amount of a conference travel award for out-of-state travel depends on the availability of funds and is limited to a maximum of $500 per award. Support may be requested for the following costs:
2. Economy round-trip airfare between Honolulu and the conference city
3. Conference registration fee
4. Both a. and b.
5. In cases of co-authorship or co-presentation, only one presenter may be subsidized for travel. This restriction does not apply to the conference registration fee for local conferences.
6. Travel awards are limited to one per student every two academic years. Conference travel support will not be awarded in the same academic year (as defined by UH Mānoa OVCAA—beginning of Fall semester to end of Summer Session II) as a research travel grant from the Fund.
7. Students applying for travel award must apply to other sources first, such as the Graduate Student Organization (GSO) Grants and Awards, the Undergraduate Research Opportunities Program Presentation Awards, or the Albert H. Marckwardt Travel Grant for TESOL members. Applicants are advised to act in a timely fashion, and applicants must show that they have submitted a complete application to outside funding.

*Note.* An application that is only for a conference registration fee of less than $100 does not require application to other sources first.

1. Applications may be submitted for conferences taking place within the same academic year of the application and review cycles (e.g., for AY2019–2020, applications are accepted for conference presentations taking place 8/16/19–8/14/20). Approval is not automatic, and all applications are subject to the availability of funds. The evaluation of applications by the Trustees will take place twice each academic year, in the Fall and Spring semesters. Applications are due by midnight on the Friday of week 10 for each Fall and Spring semester, based on the UH-Mānoa academic calendar. In the event that there are insufficient funds, priority will be given to students who have not previously received travel award from the Fund.

**Required Application Materials for Conference Travel and Registration**

To apply, please email the following documents as five attachments to Program Specialist (sls@hawaii.edu), copying the Department Chair (crookes@hawaii.edu).

1. Cover letter addressed to the Trustees of the Ruth Crymes Memorial Grant explaining why the application should be approved, containing the following:
2. The importance of the presentation to the applicant, such as its relevance to course work and career goals
3. Any additional benefits that may be gained by attending the conference
4. An explanation of the significance of the presentation, and its contribution to the field
5. Detailed information on the conference or meeting that will help the Trustees determine the degree to which the proposals to the conference are refereed
6. Ruth Crymes Memorial Grant Application Form
7. Abstract, paper, or description of presentation
8. Letter of invitation or acceptance of a contributed paper
9. Copy of complete application(s) to other funding source(s)

For each of the five files (see items 1–5 above), please label each with your name and submit as PDF attachments in one email, with the subject line “**Ruth Crymes Memorial Grant Application, AY20##–20##**”:
**(1) LastnameFirst\_CoverLetter**

**(2) LastnameFirst\_RuthCrymesApplication**

**(3) LastnameFirst\_Abstract**

**(4) LastnameFirst\_Acceptance**

**(5) LastnameFirst\_OutsideApplication**

**Reimbursement Information**

If an award is granted, the recipient must submit all of the following hard copy documents for reimbursement within 2 weeks of attending the conference. Failure to do so will jeopardize your reimbursement. Please email Program Specialist (sls@hawaii.edu) for an appointment to submit the hard copy reimbursement documents and to sign a check request.

1. A statement of reflection about the conference (e.g., the presentation, the benefits, and other relevant and appropriate information), addressed to the Trustees of the Ruth Crymes Memorial Grant
2. The travel itinerary and original receipt(s) for the airline ticket. The document must show your name as the payer, the method of payment (e.g., the last 4 digits of the credit card number), and the exact itinerary to and from the city where the conference took place.
3. Original receipt for conference registration.

*Note*. It is the recipient’s responsibility to keep a copy of all documents submitted, especially the original receipts. This is to safeguard against the rare case where a document may be lost.

**Research Travel Support**

The Ruth Crymes Memorial Grant is open to consideration of requests for funding for research travel for registered full-time classified students in the MA and PhD programs in SLS. Support is not available for research costs other than travel (e.g., payments to participants, copying or data processing costs; see Carr Holmes Scholarship for possible support).

1. The amount of a research travel award for out-of-state travel depends on the availability of funds, and is limited to a maximum of $1,000 per award. Support may be requested for economy round-trip airfare.
2. Research travel support is only available for carrying out the work on an MA scholarly paper, an MA thesis, or a PhD dissertation.
3. Research travel awards are limited to one per student academic career at UHM. Research travel support will not be awarded in the same academic year as a conference travel grant from the Fund.
4. The timeline for applications follows the same rules as those outlined for Conference Travel and Registration Support applications (see p. 1, point 5 of this document).

**Required Application Materials for Research Travel**

To apply, please email the following documents as three attachments to Program Specialist (sls@hawaii.edu), copying the Department Chair (crookes@hawaii.edu).

1. Cover letter addressed to the Trustees of the Ruth Crymes Memorial Grant explaining why the application should be approved, containing the following:
2. An explanation of why travel is necessary; i.e., why equivalent research cannot be done in Hawai‘i
3. The importance of the research to the applicant's degree work
4. Any additional benefits that may be gained by conducting the research
5. Ruth Crymes Memorial Grant Application Form
6. Research proposal

For each of the three files (see items 1–3 above), please label each with your name and submit as PDF attachments in one email, with the subject line “**Ruth Crymes Memorial Grant Application, AY20##–20##**:

**(1) LastnameFirst\_CoverLetter**

**(2) LastnameFirst\_RuthCrymesApplication**

**(3) LastnameFirst\_ResearchProposal**

**Reimbursement Information**

If an award is granted, the recipient must submit all of the following hard copy documents for reimbursement. Please email Program Specialist (sls@hawaii.edu) for an appointment to submit the hard copy reimbursement documents and to sign a check request.

1. A statement about the research (e.g., what happened, the extent to which the research was successful, challenges, and other relevant and appropriate information), addressed to the Trustees of the Ruth Crymes Memorial Grant
2. The travel itinerary and original receipt(s) for the airline ticket, showing payment by the student (e.g., the last 4 digits of the credit card number)

 *Note*. It is the recipient’s responsibility to keep a copy of all documents submitted, especially the original receipts. This is to safeguard against the rare case where a document may be lost.**RUTH CRYMES MEMORIAL GRANT APPLICATION FORM
CONFERENCE TRAVEL AND REGISTRATION**

**I am applying for (check all that apply):**

[ ]  Conference registration fee

[ ]  Conference travel

**Date**:

**Academic Year**:

**Program**: [ ]  BA [ ]  MA [ ]  AGC [ ]  PhD

**Semester of Entry into Program**:

**Semester of Expected Graduation**:

**Name**:

**UH ID**:

**Email**:

=====CONFERENCE INFORMATION=====

**Name of Conference or Meeting**:

**Location**:

**Dates**:

**Applicant Departure Date**:

**Applicant Return Date**:

**Title of Presentation/Research**:

**Name(s) of Co-Author(s)**:

=====FUNDS REQUESTED=====

**Conference Registration Fee**: $

**Minimum Economy Airfare**: $

**Source of Airfare Quotation**:

**Total Award Support Requested**: $

=====HISTORY=====

Have you received a previous conference support grant from the Ruth Crymes Memorial Grant?

[ ]  Yes [ ]  No

If yes, please enter the following information:

**Date of Conference**:

**Conference Name**:

To what other sources of funding have you applied, and what were the results?

**RUTH CRYMES MEMORIAL GRANT APPLICATION FORM
RESEARCH TRAVEL**

**Date**:

**Academic Year**:

**Program**: [ ]  MA Plan A (Thesis) [ ]  MA Plan B (Scholarly Paper) [ ]  PhD (Dissertation)

**Semester of Entry into Program**:

**Semester of Expected Graduation**:

**Name**:

**UH ID**:

**Email**:

=====RESEARCH INFORMATION=====

**Title of Research**:

**Location of Research**:

**Applicant Departure Date**:

**Applicant Return Date**:

=====FUNDS REQUESTED=====

**Minimum Economy Airfare**: $

**Source of Airfare Quotation**:

**Total Award Support Requested**: $

=====HISTORY=====

A. Have you received previous research support from the Ruth Crymes Memorial Grant?

[ ]  Yes [ ]  No

B. Have you received conference travel support from the Ruth Crymes Memorial Grant for the same academic year as this current application?

[ ]  Yes [ ]  No

If the answer is *yes* to question A, then you are not eligible to apply. If the answer is *yes* to question B, then you are not eligible to apply this academic year. (See point 3 in Policies and Guidelines for Research Travel Support.)