

GOLDFARB

GOLDFARB SCHOOL OF NURSING AT BARNES-JEWISH COLLEGE

DEAN'S SCHOLAR PROGRAM



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**FUNDS FOR THIS PROGRAM ARE
AVAILABLE AS OF JANUARY 4, 2021**

DEAN'S SCHOLAR PROGRAM

This Scholar's program is open to any Goldfarb School of Nursing (GSON) undergraduate or graduate student(s) who demonstrates an interest in the nursing profession and **the pursuit of excellence in nursing**. This travel award is provided to offset general expenses to attend a nursing conference or meeting that addresses fulfillment of these basic concepts.

Purpose:

The purpose of this program is to provide financial support for students to attend professional/educational conferences or meetings to aid them in broadening their exposure to nursing and the nursing profession. This funding is being provided for the sole purpose of enhancing the nursing student's education. Maximum funding available is **\$1000 per student** during an academic year. There will be up to 20 proposals accepted per year. Proposals will be considered in the order of their submission. Once funds have been exhausted for that academic year, acceptance of proposals will be discontinued.

Eligibility:

- Must be a GSON student in academic good standing.
- Must be currently enrolled in courses at GSON at the time of submission of the proposal **and** attending the conference/meeting.
- Students can receive only one Dean's Scholar Award during their program of study.

Expectations:

- Student must submit a proposal requesting funding and provide a list of basic expenses related to travel prior to attending the conference or meeting.
- The proposal should include a statement of the purpose for attending the meeting/conference, desired outcomes for attending, and a description of how attending will benefit the advancement of knowledge in nursing and Goldfarb School of Nursing.
*The proposal should be no longer than two double spaced typed pages.
- Student must provide a written report and submit it electronically to Malou Jaime in the Student and Support Services Department and Tina Mays in Student Affairs Division. This report summarizes their experiences related to the meeting/conference and should reflect on the outcomes achieved by attending. [May be used in the College Newsletter or for other College Media.] Completion and submission of the report is required before reimbursement for expensed is approved.
- Student must fill out all necessary forms and provide all required receipts upon return. These must be submitted in a timely manner. Reimbursement will be for actual expenses that have an accompanying receipt. There will be no funds expended to the student beyond \$1000.

Submission Due Date:

In order to provide full consideration for proposals, it recommended that they be **submitted at least 60 days prior to the event**. Later submissions could be subject to disapproval.

Review of Proposals:

The review of all proposals will be done by Dr. Mayola Rowser, Dean of the School of Nursing and Dr. Michael Ward, Vice Dean for Student Affairs and Diversity. Proposals will be reviewed as they are submitted.

DEAN'S SCHOLAR PROGRAM PROCEDURES

1. **At the start of the academic year – the first day of the term**, an e-mail announcement about the Dean's Scholar Program is sent to all students.
2. When announcement is sent out, the following documents (packet) are made available to students for application to the scholar's program - on rack outside of Room 407 at the Duncan campus and in the administrative offices at the West campus.
 - Eligibility Requirements – page 1 of packet
 - Participation Expectations – page 1 of packet
 - Expense Report Form – page 3 of packet
 - Student Travel Participation Approval Form – page 4 of packet
 - Suggested Proposal Format – include the following information on no longer than two double spaced typed pages.
 - a) Your **name and contact information** – phone and e-mail
 - b) **Name** of conference, activity, event
 - c) **Date** of conference, activity, event
 - d) **Location** of conference, activity, event
 - e) **Sponsor and beneficiary** of conference, activity, event
 - f) **Statement of purpose, desired outcomes** for yourself and the College
 - g) **Itemized description** of reasonable and customary travel expenses and expected conference costs – \$1000 per student
3. Proposals are received for review at the 5th floor front desk and given to Tina Mays. Proposals are reviewed as submitted. Proposals must be submitted **at least 60 days prior** to the related conference, activity or event.
NOTE: maximum of 20 proposals accepted per academic year.
4. Proposals are reviewed and recipients of the funding award are notified by the Dean's Office. **NOTE:** If approved, the Dean's Scholar recipient must seek approval to be absent from theory, clinical, or simulation courses should the travel fall during these assigned times. (See the attached "*Student Travel Participation Approval Form*").
5. Within 2 weeks post conference, activity or event, a detailed expense form is completed and turned in for reimbursement with all relevant receipts included.
6. The expense report is reviewed and approved for reimbursement to the student.
7. **The student must submit a written report that summarizes their experience and benefits received personally and professionally. The report is submitted electronically to Malou Jaime in the Student and Support Services Department and Tina Mays, Project Specialist in Student Affairs Division. This information may be used in a College newsletter article or in a formal presentation to students, faculty and staff. The deadline to submit your report is within 2 weeks after your professional/educational conference or meeting.**

Dean's Scholar Program

EXPENSE REPORT FORM

Student Name: _____

Address: _____

City/State/Zip: _____

Phone Contact: _____

E-mail: _____

Destination: _____

Purpose: _____

Complete the following information and provide all receipts with this form.

For mileage, include a printout (map quest) indicating starting point to destination point. *Fuel receipts are not reimbursed when claiming mileage.* Mileage reimbursement will be calculated by the Business Office.

Maximum reimbursement is limited to \$1,000.

| Date(s) of event | 1. | 2. | 3. | 4. | 5. | Totals |
|-------------------|----------------|----------------|----------------|----------------|----------------|--------|
| Airfare | | | | | | |
| Hotel/Motel | | | | | | |
| Registration | | | | | | |
| Auto Rental | | | | | | |
| Meals | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. | 1. 2. 3. | |
| Professional Fees | | | | | | |
| Other | | | | | | |
| Other | | | | | | |
| Totals | | | | | | |

Total From Above _____

Mileage Reimbursement _____

Total Due: _____

Student's Signature: _____ Date: _____

Approval Signature: _____ Date: _____



STUDENT TRAVEL PARTICIPATION APPROVAL

Date of Request: _____

Student Name: _____

Program and Term: _____

Name of Opportunity: _____

Date(s) & Location of Event: _____

Benefits the College and you will derive from your attendance at this event (write on the back or add another page):

Will not miss class/clinical/lab times/exams.

If this event would cause you to miss an exam or clinical, you must have prior approval of the involved faculty.

_____; _____; _____
Faculty – Course – Date Faculty – Course – Date Faculty – Course – Date

Not approved (Reason): _____

Academic Program Chair or Dean of the School of Nursing.

NOTE: Students cannot attend more than one conference/international trip that occurs when classes are in session. Students must be in good standing (academic and financial) to participate.