

Educational Enhancement Grant (EEG) Funding Guidelines

Purpose

The purpose of the Educational Enhancement Grant (EEG) is to enhance professional and academic development and leadership training to further the overall educational experience for students of IUPUI. EEG must provide professional or leadership training related to your academic major or organizational purpose. Students can apply for this grant as a registered student organization or as an individual if they are participating in an experience that is not planned by themselves or their organization.

Student Development Funding Committee

The Student Development Funding Committee (SDFC) will ensure all allocations meet the established guidelines, and will ensure that any allocation abides to the purpose of this fund.

The Committee is comprised of: Tina Samuel Powellson (advisor); three undergraduate students and three graduate students. Students are selected through an application and interview process and will serve a one-year term.

The Committee will review proposals weekly, and student organizations will receive notification of their proposal status within a week of review.

Funding Guidelines

The following is a complete list of the stipulations that must be adhered to by any student applying for funding from the Educational Enhancement Grant (EEG).

1. Students applying must be currently enrolled at IUPUI in a minimum of six (6) credit hours, and be in good standing with the University. In order for a student to be in good standing with the University, all financial obligations must be up to date and non-delinquent.
2. Student must meet a minimum of 2.00 grade point average.
3. If you are applying as an organization, eligible organizations must be recognized and in good standing with the university through the office of Campus & Community Life as a student organization.
4. All students shall be eligible to apply for travel related funding including graduating students by submitting an application. All travel must be completed prior to graduation.
5. Forms must be completed to their entirety and submitted 21 days prior to the event. **Events prior to the third Friday of the fall semester do not adhere to the 21 day stipulation and should be submitted as soon as possible.
6. Travel funds can be used outside the Continental U.S. If so, it must be approved through the Office of International Affairs. Once it has been approved, please send confirmation to the Student Development.

7. Travel funds cannot be used to fulfill a class requirement or for study abroad purposes.
8. Travel within Indianapolis is limited to registration fees only.
9. If traveling individually, in-state travel is limited to \$300.00 per person. Out-of-State travel is limited to \$500.00 per person. A maximum of five (5) students may receive funding for the same event in a given semester.
10. If traveling as an organization with more than 5 students attending, the group can receive up to \$1500 for in-state travel and \$2500 for out-of-state travel.
11. Each student/organization must submit an individual application.
12. After event completion, an evaluation needs to be submitted for the event. No new proposals will be reviewed until one has been completed.
13. If you apply for funding, costs have been paid for through this grant, and the individual does not participate, they may be held responsible for reimbursing the EEG fund.

Reimbursement and Receiving Payment

- Prior to travel, please contact the CCL budget officer (CE 370) to fill out a Travel Authorization Form.
- Upon return, you should receive a Travel Reimbursement Form from the budget officer that is to be submitted with your receipts for reimbursement.
- Receipts/billing statements/invoices must have the purchaser's signature and be itemized. If submitting a billing statement or invoice, a payment receipt must be included (i.e. credit card receipt).
- All expenditures must conform to existing University travel guidelines.
- Payments will not be made until after all documents have been submitted.
- All receipts for reimbursement must be submitted to CCL with a [W-9 form](#) (if not already completed) NO LATER THAN 30 DAYS after the event or the end of the semester, whichever comes sooner.