



Advancing Hispanics/Chicanos  
& Native Americans in Science

## Travel Scholarships

### Application Process for Undergraduate Students

Application Deadline: **4/30/2010 by 5:00 PM PST**

**NOTE:** The travel scholarship application is accessible **ONLY** after online conference registration and current membership are completed and paid in full or **registration and/or dues sponsorship** information has been provided; until one of these two payment options has been completed, the travel scholarship application link will **NOT** appear on your MySACNAS Home page. If you need assistance with your application, have questions regarding fees and/or dues, or would like information about how to work with someone at your institution to sponsor your registration and/or dues, please contact Perla Miranda, program manager, at (toll free) 1-877-SACNAS-1, ext 231, or Dawn Contreras, registration manager, at (toll free) 1-877-SACNAS-1, ext 223.

### Travel Scholarship Application Checklist for Undergraduate Students

- Step 1- Update or create a MySACNAS account:** Returning applicants please update your MySACNAS account information. **First time applicants** please create a **MySACNAS account**.
- Step 2- SACNAS Membership:** Travel scholarships are available only to current SACNAS members. **Returning applicants** must renew their membership through 10/3/10. **First time applicants** must become SACNAS members, which can be done through their MySACNAS Home page. **Membership Fee Information**.
- Step 3- Register for the Conference:** Through your MySACNAS Home page you will be able to register for the conference.  
**Note:** The travel scholarship application link will only become available upon successful completion of steps 2 and 3.
- Step 4- Complete and Submit the Travel Scholarship Application:** The application for travel scholarships is only available online through your MySACNAS Home page. Applicants **must** indicate, on the appropriate sections of the online application, whether they are applying for travel support, lodging support, or both. Along with the online application, applicants must submit a 500- word minimum statement of purpose in the space provided. Applications missing a statement of purpose will not be accepted.  
**Travel Scholarship Application Deadline: April 30<sup>th</sup>, 2010**
- Step 5- Upload Required Documents:** Please upload your transcript/enrollment verification and letter of recommendation online in PDF format by the application deadline (**4/30/10**). Use the **'Edit Application'** link in your MySACNAS Home page to **upload your documents after you have submitted your application**. SACNAS is unable to accept hardcopies of materials. Applications missing any of these documents will automatically be considered ineligible for an award.

#### **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)

#### **Optional**

**SACNAS Student Asset Survey:** SACNAS encourages all travel scholarship applicants to complete a SACNAS Student Asset Survey so that SACNAS can assess and evaluate the outcomes of the conference. Each travel scholarship applicant will receive an email message with instructions regarding how to complete and submit the SACNAS Student Asset Survey. *Please note that the completion of this survey is requested but NOT required.*

## 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 between July-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 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).

### ○ Travel

Standard Roundtrip Airfare or Train\*: All travel scholarship recipients will be scheduled to arrive on Wednesday, September 29 and depart on Sunday, October 3. Your travel itinerary will be sent by CAIN Travel to the email address provided in your application. The SACNAS travel scholarship does **NOT** cover ground transportation to and from the airport/train station.

\*Train option is only available for applicants traveling in California within a 150 mile radius from the conference site.

### ○ Lodging

Undergraduate travel scholarship recipients will be housed at a conference hotel for four (4) nights, two-three (2-3) students per room. Assigned hotel rooms have two double beds per room. Awards cover room and tax only. Incidentals are not covered. Lodging arrangements are made by SACNAS and cannot be changed on site.

**NOTE:** Exceptions may occur due to specific events.

### ○ Post-conference Evaluation:

If awarded, SACNAS requests that travel scholarship recipients help us improve services and programs by submitting feedback, either in an essay or survey. Post-conference evaluations will be emailed immediately following the conference. *Please note that the completion of the evaluation is requested but NOT required.*

## Frequently Asked Questions

### **What steps must I take in order to apply for a travel scholarship?**

- 1) If you don't already have one, create a **MySACNAS** account.
- 2) Applicants must possess a paid membership that is current through 10/03/10.
- 3) Applicants must register for the conference through their MySACNAS Home page.
- 4) Upon successful completion of steps 2 and 3, you may begin the SACNAS travel scholarship application!

### **What payment options are available for membership and registration fees?**

All membership fees must be paid in full. Students eligible for waived membership because of their chapter status must contact Tanya Beat first.

SACNAS suggests that you pay your registration fee as soon as you register. A registration payment option available for all applicants is through the "Sponsor an Individual" process. If a professional individual or institution will be paying your registration cost, then they will have to go through the sponsorship process. Please see: **Sponsor an Individual**

### **What should I include in my statement of purpose?**

Please refer to the following prompt as a guide when writing your statement of purpose.

**Note:** Have your statement of purpose written and ready to copy and paste onto the text box before submitting your application. Once the application is submitted you will no longer be able to make edits to your statement. Emailed or mailed statements will not be accepted or reviewed.

Undergraduate Statement of Purpose Prompt – Describe your field of research, plans for graduate study, and future academic and career goals. Include information that will show your preparation for graduate study and reasons for choosing your field of study. Also include an explanation of why you would like to attend the SACNAS National Conference and how attending the conference will help you in your academic and professional career.

### **Should I submit a transcript or enrollment verification?**

An unofficial transcript is preferred, but enrollment verification will also be accepted.

**What is the process of award notification and acceptance?**

All applicants will be notified of their travel scholarship status via email between July-August. Please check your [MySACNAS](#) Home page for updates and details on application status. If you have received an award, please submit the E-contract immediately.

**What if I cancel my application before award notification?**

[Cancelling your application doesn't cancel your registration.](#) If you cancel or withdraw your travel scholarship application, and are no longer planning on attending the conference, you must cancel your registration to not incur charges. You can cancel your application and/or registration through your MySACNAS profile. Make sure to review the SACNAS [cancellation policy](#).

**What if I do not receive a travel scholarship award?**

SACNAS strongly encourages you to seek alternative support through your institution, department, academic advisors, and professors. SACNAS will send all applicants a status notification by August. If we are unable to award you a travel scholarship and you are no longer planning on attending the conference, you will have the opportunity to cancel your registration without a cancellation penalty. **Deadline to cancel registration without a penalty: August 20, 2010**

**How are my travel and lodging arranged?**

To accept your travel award, you must submit your E-contract. After SACNAS receives your E-contract, we process a round trip flight or train trip for you to the conference based on the airport/train station information provided in your travel scholarship application. Your itinerary is then emailed to the address provided within the application. Lodging accommodations are also arranged at the discretion of SACNAS and lodging assignments are provided onsite. Onsite lodging changes are not permitted. **You do not need to arrange your own travel or lodging arrangements if you have received a SACNAS travel scholarship award.**

**What should I do if I am experiencing problems or have additional questions?**

For step by step assistance with the application view the '[Applying for a SACNAS Travel Scholarship](#)' PowerPoint. If you need assistance with your travel scholarship application or if you have questions regarding submission of your E-contract, please contact Perla Miranda, program manager, at (toll free) 1-877-SACNAS-1, ext. 231.

**Apply for a Travel Scholarship at [MySACNAS](#)**