Office of the Dean
Policy for Financial Support of Off-Campus Student Activities

Effective 3/2/2015

I. Purpose

The Colorado State University (CSU) College of Veterinary Medicine and Biomedical Sciences (CVMBS) encourages students to participate in extra-curricular activities that may contribute to their education, promote College objectives, and serve the welfare of the community at large. It is possible that the College can subsidize some or all of the funds expended in the course of these activities. Funding availability changes annually; the average award is $500.00. Requests will be considered in the order in which they are received.

This policy document has been developed to facilitate the process of requesting financial support from the College for qualified student activities.

II. Priorities and Qualified Activities

All current CSU DVM students are eligible to receive funding in support of learning opportunities that occur during the 4-year program. Students must be in good academic standing at the time that the travel is conducted, and must also maintain their course or practicum schedule according to existing policies.

Funding priority will be given to activities that are expected to benefit the largest number of individuals who are part of the DVM Program at CSU. Travel to participate in private practice-based learning opportunities will not be eligible for support, with the exception of private practices that have established a formal externship curriculum for visiting students. Eligible experiences at other institutions must be clearly distinct from those currently offered at CSU as part of the CVMBS DVM program. Requests for funding will also be considered for highly unique meetings, conferences, and symposia that represent uncommon educational opportunities.

Funding is intended to support air or vehicle travel, airport parking, registration, lodging and per diem/meal expenses incurred during the days of travel.

III. Application Process

A. Individual students must submit a written request by email to the Associate Dean of Veterinary Academic and Student Affairs (AD).

B. The AD, the Associate Dean for Undergraduate and Graduate Academic and Student Affairs, and the Associate Dean for Research will review the proposals and make
recommendations as to funding.

C. The following information must be contained in the application:
   a. The student’s name, telephone number(s) and email address, the rotation title, and learning objectives.
   b. Name and contact information (telephone, e-mail address) of the administrator / designated contact for the extra-curricular activity.
   c. The name and contact information for the faculty member, practitioner, or other supervisory professional responsible for grading the student (if different from (2) above).
   d. The website address for the rotation description (when available) and relevant descriptive information about the rotation or the sponsoring organization.
   e. For conferences, symposia, and workshops, the contact person for registration, along with all available contact information.
   f. Description, in 250 words or less, of the activity for which funding is requested. This description must include the impact of the activity on student education or professional development, achievement of College teaching, research, and/or outreach goals, and/or potential benefit to the community at large.
   g. Exact amount of funds requested from the College, or a reasonable estimate if exact amounts are unknown pending reimbursement for costs. These may include variable expenses such as travel, meals, or labor and materials provided by a third party (see section II). Funding limits may be predetermined by the Associate Dean, depending on available funding support. Currently, the funding limit per student is expected to be $500.00.
   h. An account of any cost sharing by participants or by third parties who will co-sponsor the activity.
   i. An account of any revenue that may be generated by the activity, and how it will be used to offset costs or to meet the objectives of the activity.

D. Deadlines
   a. When possible, application deadlines will be determined for funding requests at the start of the fiscal year (July 1 of each calendar year).
   b. Deadlines may be posted for applications for funding that becomes available during a given fiscal year.
   c. Requests that must be considered “out of cycle” in order to capitalize upon unforeseen opportunities should contain an explanation of why the funding requirement was not anticipated in time for submission before a regular deadline.

IV. Distribution of Funds

A. Notification of the decision regarding funding will be made in writing within two
weeks after the submission deadline, or sooner if immediate action is required.

B. Additional conditions may be delineated in order for funding to be approved. If self-supporting revenue or cost sharing by another sponsor is identified in the application, but is later withdrawn, the College reserves the right to reconsider its contribution.

C. If a student receives approval for funding, he or she should meet with the designated accounting professional within the CVMBS Dean’s Office at the soonest possible time prior to travel / attendance in order to complete the mandatory pre-trip application forms.

D. Requests for retroactive funding (funding to support activities that have already been completed) will not be considered eligible for support.