

# RCASH Student Achievement Funding Program

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The Judith Enyeart Reynolds College of Arts, Social Sciences and Humanities (RCASH) supports the academic development of its students by offering financial assistance for activities that contribute to their professional growth, scholarly visibility, and creative dissemination. The RCASH Student Achievement Funding Program provides reimbursement-based financial support to students who have been selected to present or showcase their work in academic, artistic, or professional venues.

## Eligibility

- This program is open to undergraduate and graduate students currently enrolled at Missouri State University with a declared major or minor in RCASH.
- Applications must support the recognition or dissemination of completed student research or creative activities as recognized by academic unit standards (e.g., scholarly presentations, performances, exhibitions, competitions, etc.).
- Each student applicant must have a sponsoring RCASH faculty member and approval from the academic unit leader (department head or school director).
- All applications must be submitted and approved before expenses are incurred.
- Funding will not be provided for activities not directly tied to the student's academic or creative development, such as study abroad programs or general travel without a confirmed academic opportunity.

## Funding

- The maximum award is **\$400** per student, per cycle, contingent upon available RCASH resources.
- RCASH Student Achievement Funding is reimbursement-based. All expenses reimbursed by RCASH must be paid by the student up front and reimbursed after submission of complete documentation.
- Reimbursement is contingent upon official notification of award approval prior to travel and submission of appropriate documentation (e.g., acceptance letter, program listing, itemized receipts).
- Eligible expenses include travel-related costs (e.g., airfare, registration fees, meals, lodging) and other professional costs directly related to the approved activity, provided they comply with Missouri State University Fiscal Responsibility Policy and Travel Regulations.
- Students should not finalize travel commitments (e.g., booking flights, paying fees) without formal written confirmation of participation in the event or activity, if reimbursement is sought.

### **Application Process**

- The application cycle opens **August 1** and closes **April 1** each academic year.
- All applications must include:
  - The completed Student Achievement Funding Application Form.
  - Supporting documentation confirming acceptance (e.g., a conference or exhibition acceptance email or letter).
  - A brief summary of the student's proposed participation and outcomes.
  - A current CV or résumé.
- Submit all materials via email to RCASH Executive Assistant Aaron Qiu. (AaronQiu@MissouriState.edu) before expenses are incurred.
- Applications will be reviewed on a rolling basis by personnel appointed by the Dean.

### **Reimbursement Requirements**

- All awards are reimbursements to the student and must adhere to university policies.
- Within 30 days of completing the funded activity, the student must provide:
  - Scanned itemized receipts, and a copy of the credit card used with only the last four digits and name shown.
  - Evidence of participation (e.g., program listing, performance schedule, certificate).
  - A brief summary of outcomes (e.g., presentation title and description, awards received).
- Academic units will assist in submitting the complete reimbursement packet to the Dean's Office. Expenses submitted after the 30-day deadline will not be reimbursed.

## **RCASH Student Achievement Funding Application Form**

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### **Applicant Details**

Name:

M Number:

Department/Program:

### **Event Details**

Sponsoring Faculty Member (RCASH):

Type of Event (e.g., conference, competition, exhibition):

Name of Event:

Location of Event:

Dates of Event:

### **Project Summary**

Summarize your proposed participation in the event. Include the name and status of your presentation, performance, or exhibition; whether the project has been accepted; your co-presenter(s) (if applicable); and your contributions to the work. Explain how this event will contribute to your academic or professional development and benefit your department or the college.

### Estimated Expenses

Use this chart to estimate your expenses by category. Break down totals into daily amounts, as appropriate.

Category	Details	Estimated Amount
Registration		
Transportation		
Lodging		
Meals		
Other		
Total		

### Funding Plan

Source	Amount
Support from Academic Unit	
External Support (if applicable)	
Total Funding Request (this application)	

### Checklists and Signatures

#### Student Applicant

- ☐ I have reviewed and understand the program guidelines.
- ☐ I understand that reimbursement is contingent upon approval and proper documentation.
- ☐ I confirm the accuracy of the information provided in this application.

Signature:

Date:

#### Sponsoring Faculty Member

- ☐ I have reviewed this application and support the student's participation in the proposed event.
- ☐ I confirm this activity meets the eligibility guidelines.
- ☐ I agree to serve as the student's sponsor and will assist with questions or documentation if needed.

Signature:

Date:

**Academic Unit Leader (Department Head/Director)**

- ☐ I have reviewed and endorse this student's application.
- ☐ I confirm the student is a declared major or minor in an RCASH program and this activity is meritorious.
- ☐ I approve the application and any departmental funding indicated above.
- ☐ I do not support this application. (Specify rationale below.)

Signature:

Date:

Submit this signed application to RCASH Executive Assistant Aaron Qiu via email (AaronQiu@MissouriState.edu), including your updated CV and conference acceptance letter/email.