**Student Environmental Initiatives Fee Guidelines**
**The University of Tennessee, Knoxville**

**Student Conference Funding Guidelines**

- Applications must be submitted 6-8 weeks before the intended date of travel.
    - Please note that the SEIC does not meet regularly during the summer, so applications submitted May-July may take longer to process. For travel intended for August-September, applications should be submitted as early as possible.
- The conference/workshop must present on topics of environmental or social sustainability, environmental conservation, or other environmental issues.
- The applicant must be an enrolled student (undergraduate, graduate, or PhD) or a faculty/staff member planning to act as an advisor to an enrolled student. Faculty/staff applications will only be considered if they are listed as an advisor on the application of an enrolled student.
- All applicants must submit their own form. *No group applications, please.*
- There is no limit to the number of applications one person can submit, but each student and faculty/staff advisor can only receive funding for up to two conferences each fiscal year, dependent on remaining monies in the conference fund.
- There is no limit on the number of people who can receive funding to go to the same conference, however, depending on the cost per person, the number of applications submitted, and the monies remaining in the conference fund, the committee may choose to fund only a portion of applicants for the same conference based on the quality of their justification statements.
- Preference will be given to students who are not in their last semester at UT.
    - If a student is in their last semester of undergraduate studies, but will be pursuing a graduate degree at UT the following academic year, the student will not be considered in their last semester.
- Preference will be given to students who are presenting at the proposed conference, even if they are in their last semester at UT.
- A post-conference deliverable must be submitted to the SEIC within two weeks of the attendees return from the funded conference. If no post-conference deliverable is submitted, the student's faculty advisor will become ineligible for future conference funding.
    - If you are presenting at the funded conference, a copy of your presentation or poster may count as your post-conference deliverable.
    - If you are simply attending the funded conference, your deliverable will be a post-conference report that summarizes what you learned and how you can apply this new information to making UT a more sustainable place. A template can be found on the conference funding webpage.