2014 Soka Education Conference Grant Guidelines

Purpose:
The Sohokai Young Founders Soka Education Conference (SEC) Grant assists individuals with meeting financial needs that strive to exemplify and contribute to the Soka Education Conference through participating as a presenter.

Amount:
Grants for up to US$250 are available per alumnus. An individual alumnus can only be awarded one grant per academic year.

Eligibility:
- The SEC Grant is available to any alumnus who has successfully completed the undergraduate program at Soka University of America and has had their paper selected to present at the Soka Education Conference. Please note that these guidelines are specific to the 2014 Soka Education Conference. Therefore, past and/or future Grant decisions made may not be judged by the standards of these guidelines.

Deadline:
- A complete application must be submitted to alumniservices@soka.edu no later than Friday, January 24, 2013 11:59 PM (PST). Late applications will not be accepted.

Grant Application Checklist:
1. Completed grant application form
2. Presentation paper abstract (1 page double spaced)
3. Grant statement of purpose (300-500 words)

Reviewing Process:
1. A completed application form, grant statement of purpose (i.e. personal background and what you plan to do during the conference in 300-500 words), and paper abstract (1 page double spaced) must be typed and emailed to alumniservices@soka.edu by the deadline stated above.
2. Applications will be reviewed by the Grant Review Committee.
3. Applicants will be notified of the committee’s decision via email by February 3, 2014.
Evaluation of Applications:

- Applications will be reviewed by the Grant Review Committee, which consists of a representative from the Sohokai Young Founders Alumni Association Board, a representative from the SESRP Alumni Academic Committee, and the Alumni Relations Coordinator. If the Grant Review Committee member is a grant applicant, he/she must be removed from the Grant Review Committee and replaced by another member whom is not applying for the grant.
- Committee members are assigned to review applications, write reviews, and assign scores at Grant Review Meetings.
- All questions regarding the SEC Grant should be directed only to the Sohokai Young Founders Alumni Association Board.
- All applicants are asked to refrain from approaching any member of the Grant Review Committee to discuss their applications during the review process.

Grant Award:

- All applicants will be notified via email.
- The Grant is a reimbursement for up to US$250. For alumni traveling internationally, special arrangement will be made to utilize grant money.
- Funds must be used only for the allocated purpose, and therefore, the specific purpose indicated in the award letter.
- The alumnus must complete the Travel & Other Reimbursement Form with receipts, and submit to alumniservices@soka.edu by March 16, 2014 to receive reimbursement.
- Upon the submission of receipts attached to the Travel & Other Reimbursement Form, arrangements will be made for the alumnus to receive a check from the Alumni Relations Coordinator.
- Reimbursements will only be made after submitting the completed Travel & Other Reimbursement Form with receipts.
- If the alumnus for whom funds were granted is cancelled or not spent by March 16, 2014, the money will remain in the Alumni Association Budget.
- Checks must be cashed before May 31, 2014. Checks will not be re-issued.
- Obtaining one grant does not guarantee that future applications will be funded.

Report:

- An individual alumnus granted with funds will be required to submit the Travel & Other Reimbursement Form within thirty (30) days after the completion of the Soka Education Conference to receive reimbursement. Forms received after March 16, 11:59 PM (PST) will not be reimbursed.