



Stamps Enrichment Award Guidelines

Stamps Scholars receive a \$12,000 enrichment award which can be used to fund research, eligible study abroad costs, internship, public service, and other enrichment activities during the scholar's undergraduate career at UConn. If you are a Stamps Scholar, please review this document carefully. It provides detailed information about eligible activities and the application process. Please direct any additional questions about the program to Stamps Program Lead Kaitlin Heenehan at kaitlin.heenehan@uconn.edu.

HOW CAN YOU USE YOUR AWARD?

Acceptable uses for the enrichment award funds include:

1. Study Abroad. Students may use the award for travel and foreign room and board.
2. Unpaid or low-paying internships. Students may use award funds to cover living costs (room and board away from home/school address) and other expenses (travel, for example) incurred during internships. For low-paying internships award funds may only be used to cover expenses *exceeding* the internship salary.
3. Summer research. Students may use award funds to cover costs associated with their research projects (e.g. supplies and/or consumables in the laboratory, printing and copying, etc.) as well as living costs (room and board away from home address) and other expenses (e.g., travel) during the research experience. Funds may only be used to offset expenses that exceed any stipend or wages you might receive as part of your summer research experience.
4. Research during the academic year. Students may use award funds to cover costs associated with their research projects (e.g. supplies and/or consumables in the laboratory, printing and copying, travel to collections, etc.). Students may *not* receive funds for living expenses during the academic year.
5. Professional development. Students may use award funds to conduct fieldwork, travel for research purposes, and attend professional conferences or meetings. Students may receive approval for other professional development experiences as well. Students should consult with the Stamps Scholars Program Lead Kaitlin Heenehan (kaitlin.heenehan@uconn.edu) to determine whether or not their activity is eligible before applying.
6. Volunteer/Service Experience. Students may use their award to cover costs associated with approved volunteer or service activities such as alternative spring breaks.

PLEASE NOTE:

- Enrichment award funds may not be used to cover UConn fee bill balances (tuition, fees, parking tickets, pharmacy charges, etc.) or course textbooks, lab fees, program costs and other course materials.
- Enrichment Award funds may be used to cover tuition, program costs or fees that approximate tuition at other educational institutions or agencies.
- Applications must be submitted **PRIOR** to the enrichment activity and may not be used retroactively to cover expenses associated with past experiences. Students should allow 2-3 weeks for processing, so please apply early.
- If for any reason you are unable to participate an activity for which you have received funding, you must work with the Stamps Program Lead to submit a revised/updated proposal or to return the award to the Bursar's Office.

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HOW TO ACCESS YOUR AWARD?

1. Prepare your application materials and submit your application. We use an online application form to manage materials required for funding your Enrichment Award. You must document both the activity itself *and* the expenses associated with it. You'll find it helpful to assemble these materials **before** you start the online application in Quest:
 - a) *Contact information for the enrichment activity.* Provide the name and contact info of your supervisor, program coordinator, etc.
 - b) *Validation from the proposed enrichment activity.* This can take the form of a letter of acceptance to the study abroad program, letter of offer for an internship, letter from a research mentor, conference registration confirmation, etc. Be sure this documentation includes the start and end dates for your activity.
 - c) *Completed budget sheet and verification of costs indicated on budget sheet.* You can find the budget worksheet on the [STAMPS Scholars](#) website. Verification can include mileage and per diem calculations (current rates available at <https://travel.uconn.edu>), receipts, booking confirmations or quotes for travel arrangements, a budget sheet from the proposed program, rental contracts, etc. Generally, the more detail you can provide, the better!
 - d) The online application form is here: https://quest.uconn.edu/prog/stamps_enrichment_award
2. Applications must be submitted BEFORE the enrichment activity. Funds will not be awarded retroactively.
3. Disbursement. Once the proposed enrichment experience is approved, the Office of Student Financial Aid Services will apply the award amount to your Bursar's account.

Special instructions if you plan to use funds for international travel:

Your safety is important to us. We will deny grant requests for countries with a Level 3 or 4 Travel Advisory in force, and reserve the right to deny requests for countries with a public announcement in force. Nor will we approve requests to travel to destinations in which UConn's Office of Experiential Global Learning has suspended or ended its programming for safety reasons. Current travel advisories are available at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>.

Travel Advisories are issued when conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Advisory may also be issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. If a grant request has been approved, and a subsequent Travel Advisory or public announcement has been issued for the country(ies) to which you are traveling, we may cancel approval of the grant request and ask for a return of the awarded funds.

Additional Considerations:

Your grant may be considered taxable income. Please consult your tax professional to determine whether the payment of this grant is a taxable event. Additional details, and answers to many frequently asked questions, may be found at the following websites: (1) <https://tax.uconn.edu/home/student-taxation/> and (2) <https://bursar.uconn.edu/resources/1098-t/1098-t-faq>.