



**COLLEGE OF SCIENCE
AND MATHEMATICS**
JACKSONVILLE STATE UNIVERSITY

Kinsaul Grant Application Procedures:

- 1) Application is available on the College of Science and Mathematics website, under forms.
Or email tscasey@jsu.edu to obtain the grant application and a travel authorization form.
Note: Out of State travel forms only need to be signed by the student and department head. (No signatures are required from the dean or president).
 - 2) You will receive an award letter from Dr. Lindblom, Dean, College of Science and Mathematics with the amount you've been awarded. The maximum amount is \$500. If your travel expenses exceed \$500, you will need permission from the department head to cover the remaining expenses.
 - 3) Keep all itemized receipts while traveling or you will not get reimbursed for that portion of your trip.
 - 4) Once you return, bring all travel receipts and thank you notes (see #5) to me and I will complete the additional paperwork with you. In-State travel forms are completed after the trip, no prior approval forms are needed.
 - 5) Thank you notes are a required part of the grant agreement. David and Sam Kinsaul are brothers who donate funds annually to the College of Science and Mathematics to give students an opportunity to present their research at local, state, and national conferences.
A sample thank you note is provided below. Handwritten notes are preferred but your note should be legible. Postage will be handled by the College of Science and Mathematics.
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|-------------------|--------------------|
| Mr. David Kinsaul | Mr. Sam Kinsaul |
| 1150 Pace Parkway | 7586 Willow Circle |
| Mobile, AL 36693 | Mobile, AL 36695 |

Sample Thank You Note:

Date

Dear Mr. Kinsaul,

I am a student at JSU studying XX. I was recently awarded a Kinsaul Travel Grant to attend the XX meeting in XX. At the meeting, I presented my work on XX. I have been doing this research in collaboration with Dr. XX. I sincerely thank you for helping to make this travel possible. Having the opportunity to participate in research and present my findings to others is one of the most important aspects to my education. I am very grateful for your help and assistance. {adding personal notes on the significance of your research or what this travel means to you would improve this note}

Sincerely,

Your signature

If you have any questions, please let me know, 256-782-5225.

Thank you,

Tracy Casey
Administrative Assistant
College of Science and Mathematics