The Larsen Leaders Academy
Transformational Experience Grant
Guidelines

Effective March 1, 2020
The Larsen Leaders Academy Transformational Experience Grant Guidelines

Background
The Larsen Leaders Academy was established in 2018, through the gift of Marshall and Susan Larsen, to provide high-achieving business students enhanced academic opportunities and learning experiences to help them become top performers in industry. Academy graduates are prepared and motivated to have an immediate impact on our world.

The Transformational Experience Grant (TEG) began with the Fall 2019 Larsen Leaders Academy Class. Students may be awarded up to $1000, for self-designed experiences to create their personal competitive advantage through scholarly and creative endeavors, that they may normally have never experienced. A transformational experience is one that fundamentally challenges a person's assumptions and preconceptions, possibly affecting how they understand themselves, others, and the world.

Some opportunities include, but are not limited to:

- Traveling to a national conference in New York, Los Angeles, or Chicago to network with professionals in your field
- Helping a company develop a business resumption plan in the event of a major disruption to their supply chain
- Spending several days shadowing a Krannert Alumni to see how diversity and inclusion is practiced in industry
- Enjoying a study abroad experience

Transformational Experience Grant Approval

To approve TEG requests in a timely manner, the Director of the Larsen Leaders Academy will review all TEG requests and forward with recommendations, to the Associate Dean for Undergraduate Programs for final decision.

Coverage

The following items are covered by the TEG:

- Travel mileage/airfare
- Travel per diem
- Conference registrations
- On-campus leadership activities/programs
- Other activities as approved by the TEG Approval Committee

NOTE: The TEG reimburses students for expenses after the experience is completed and confirmed by the Director of the Larsen Leaders Academy. Exceptions to this may be airfare and certain hotel expenses. For more information, see the Director of the Larsen Leaders Academy.
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Submission, Approval and Payment Process

Step 1) Larsen Leaders Academy students will submit their proposal for a Transformational Experience Grant via the submission form, along with a substitute W-9, on the Larsen Leaders website. International students will notify the Business Office of their submission. The Business Office will submit the international students’ information to the Glacier System for processing. International students could be subject for up to 30% in Federal taxes (may be reimbursed depending on overall tax situation).

Student proposals should be submitted a minimum of four weeks before the Transformational Experience is to occur.

Step 2) The Director of the Larsen Leaders Academy will review requests on a timely basis. The Director will review all submissions and forward with recommendations to the Associate Dean of Undergraduate Programs for final decision. The Associate Dean will approve/deny submissions. Denied submissions at all levels of the approval process will be returned to the submitting students with feedback as to why the submission was denied. Students will be notified of approved submissions by the Director of the Larsen Leaders Academy.

Step 3) The student will provide the Director of the Larsen Leaders Academy with documentation of their Transformational Experience through a short 2-3-minute video (taken by phone). The student is encouraged to provide short segments where the experience took place, use interviews of people involved, and generally provide content that highlights their experience and the value toward their Krannert education.

Step 4) Reimbursement requests need to be completed and submitted within two weeks of the completion of the Transformational Experience activity. The student will submit expense receipts, and any additional forms for travel or award payments to the Larsen Leaders Academy (LLA) office, including a Krannert Personal Payment Form.

Step 5) The LLA Office will submit all information listed above (including expense receipts) to the Krannert Business Office for student reimbursement.

Step 6) Reimbursement will be made to the student within 6-8 weeks of submission.

Guidelines for Submissions

The guidelines for payment are issued for the following items covered by the TEG:

The Transformational Experience Grant funds can only be used by LLA students.

The Transformational Experience Grant may reimburse mileage or the least expensive mode of transportation to an event, but not both.

All students driving to/from events utilizing university funds must be certified by the university to operate a motor vehicle. More information can be found in the Krannert Business Office.