

Batten Strategic Competition Initiative

The Batten Strategic Competition Initiative (BSCI) provides funding to support student participation in competitions in the areas of entrepreneurship, innovation and technology. BSCI is supported by the Batten Institute which serves to advance novel approaches, ideas and ventures that unleash human potential to deliver great products, launch impactful careers and help solve our biggest challenges. Read below to learn more about who is eligible, how to apply, and expectations for reimbursement under this initiative.

BSCI Guidelines & Eligibility

- 1) Limited funds are available and will be awarded to applicants who meet the eligibility criteria outlined below on a first-come, first-served basis through the academic year
- 2) Funding will only be considered for participation in competitions focused on entrepreneurship, innovation and/or technology
- 3) Competitions must be sponsored by recognized organizations such as universities, registered non-profits or well-known companies
- 4) Only current Darden students are eligible for reimbursement, though competition teams may include non-Darden individuals.
- 5) Funds are not available for travel to or registration for conferences
- 6) Complete grant request must be submitted at least 4 weeks prior to the competition start date
- 7) Funds are provided via expense reimbursement for flights, train tickets, and/or hotel accommodation
- 8) To receive funding, each participating student must submit detailed receipts and fill out a reimbursement form within 30 days of their travel/competition participation. Receipts must have the payee's name visible and include itemized expenses.
- 9) Student financial aid may be impacted by any grants provided. All support will be awarded through the SIS.
- 10) Participating students must submit a summary of the competition following the event.

Application Process

Teams must submit their application for the Batten Strategic Grants Initiative to Sarah Rhodes (RhodesS@Darden.Virginia.edu) **at least 4 weeks prior** to the intended competition start date. Final approval for award will be granted by the Batten Institute followed by the Darden Financial Aid Team.

Your team's application must include the following information:

1) Competition Information

- a. Name of Case Competition
- b. Sponsor(s)/host (e.g., institution, organization or company)
- c. Location
- d. Date(s)
- e. Link to competition website or detailed information online, or a contact name associated with the competition and an email or phone number
- f. Please indicate if there are subsequent rounds of this competition at a later date

2) Team Information

- a. Names of team member(s) (1-6 Darden students per team)
- b. School affiliation for both Darden and non-Darden team members as well as program and graduation year

3) Table including a detailed list of estimated expenses which may include:

- a. Competition registration
- b. Air travel or ground transportation (base fare only – does not include upgrades)
- c. Hotel accommodations
 - i. Note: If sharing a hotel room, the names and affiliation (student/non-student) of all guests must be identified
 - ii. The name on the detailed reservation receipt will receive the reimbursement
- d. Example Table:

Student Name	Airfare	Hotel	Total
	\$	\$	\$

- e. Indicate in your application if funding is needed prior to travel
- f. Reminder: we cannot reimburse expenses related to conferences

4) Purpose

- a. Write a 1-2 paragraph summary of the competition's alignment with the Batten Institute's strategic areas of Entrepreneurship, Innovation or Technology
- b. Pending approval from the Batten Institute, the request will be forwarded to Financial Aid (financialaid@arden.virginia.edu) for financial aid assistance review.

Reimbursement

1) Post-competition steps for reimbursement:

- a. Students must upload detailed, itemized receipts with payee's name visible to pre-designated folder **within 30 days after the competition**
- b. This information will be forwarded to financialaid@arden.virginia.edu to begin the reimbursement process
- c. Update the approved expense summary document you included in your application
- d. Make sure you are signed up for direct deposit through Darden
- e. Share a summary of your team's experience with Sarah Rhodes (RhodesS@Darden.Virginia.edu). Your summary should include:
 - i. What did your team pitch or build
 - ii. Did your team place in the competition? Who were the 1st – 3rd place winning teams
 - iii. What were your team's key learning outcomes or takeaways
 - iv. Please share at least one photo (or short video!) of your team at the competition

2) Notes on Reimbursement

- a. If student needs funding to travel:
 - i. Indicate this in your application
 - ii. If approved, hotel reservations showing the cost and tax, as well as transportation costs (usually a purchased ticket) may be submitted prior to travel
- b. If driving a personal car, Financial Aid may reimburse the standard mileage rate from Darden or cost of airfare, whichever is less expensive.
- c. Each student must pay for their own expenses
- d. If sharing a hotel room, applicant must identify the names and affiliation (student/non-student) of all guests. The name on the detailed reservation receipt will receive the reimbursement.
- e. Clubs cannot be reimbursed for any expenses through the BSCI
- f. Meal receipts should include an itemized receipt and a credit card receipt w/ tip
 - i. **Note: alcohol cannot be reimbursed.**

Additional Considerations

3) International Competitions

- a. As a state university, there may be additional requirements if international travel is needed to attend the competition
- b. Visit <https://security.research.virginia.edu/export-controls/procedures/international-travel> to learn more.