# C:\Users\mallison5\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\6PNVUUTZ\UR_CMYK.jpgSTUDENT TRAVEL GRANTS

# INFORMATION FOR UNDERGRADUATE STUDENTS

Support is available from the Undergraduate Research Program to help with expenses incurred by students traveling to professional meetings and conferences. The intent of this support is to provide students with the opportunity to become actively involved in a professional organization as they pursue graduate school and other post-graduate plans. Students supported through this fund are expected to be actively involved in the proceedings of the conference they are attending. Active participation includes making oral presentations, presenting posters, or being part of a panel. In fine arts fields, active participation may include a performance or exhibition of a new composition.

Support is available for students majoring in any field. Funds may be used to support registration, travel, hotel, and food. Food expenses may be requested up to a maximum of $20 per day. The typical award will range between $100 and $500; however, lesser amounts to provide partial funding may be awarded based on the number of applicants and other factors. The total amount of funding available for all trips is limited. When this amount is expended, no additional trips can be supported from this fund.

Note that students are eligible to apply for only **one** travel grant (individual or group) per academic year.

Applications requesting support for student travel should be submitted to the Undergraduate Research Office in Powell 108 (or to 2345 Campus Box).

**If you are awarded funding**:

* You will be expected to seek reimbursement through the UR office (reimbursement forms are available on our website and in Powell 108).
* Please turn in receipts for reimbursement by the dates noted in your award letter.
* Note that travel grants do not carry over into the next academic/fiscal year (fiscal year runs June 1 – May 31). Any funds that are not spent will not be accessible after the academic year closes.
* Note that all expenses are charged to the month when travel **ends**, whether tickets, conference registration, etc. were purchased ahead of time or not.

**Undergraduate Research Program**

**Meredith Allison, Ph.D., Director**

2345 Campus Box, ext. 5123

#### Powell Building

Room 108

Student Travel Grant Application

Submit a typed application to the Undergraduate Research Office, Powell Building 108 or return to 2345 Campus Box. Applications must be submitted no later than 3 weeks prior to travel departure date. Students are eligible to apply for one travel grant (individual or group) per academic year.

### General Information

|  |  |
| --- | --- |
| Date Submitted: | |
| **STUDENT RESEARCHER INFO** | |
| Name (first and last): | Click here to enter text. |
| Phone: | Click here to enter text. |
| \*Student ID (datatel): | Click here to enter text. |
| Campus Box: | Click here to enter text. |
| Year in School: | Choose an item. |
| Major: | Click here to enter text. |
| Email (include @elon.edu): | Click here to enter text. |
| Expected date of degree completion: | Choose an item. |
| Currently enrolled in 499? | Choose an item. |
| Currently enrolled in 498? | Choose an item. |
| Is this project a part of a class? If yes, describe | Click here to enter text. |
| Fellow Status | Choose an item. |
| **FACULTY MENTOR INFO** | |
| Primary Faculty Research Mentor Name (first and last): | Click here to enter text. |
| Primary Mentor’s Department: | Click here to enter text. |
| Primary Mentor Email: | Click here to enter text. |
| Secondary Mentor Name: | Click here to enter text. |
| Secondary Mentor Department: | Click here to enter text. |
| Secondary Mentor Email: | Click here to enter text. |
| **PRESENTATION INFO** | |
| Title of Conference: | Click here to enter text. |
| Dates of Conference: | Click here to enter text. |
| Location of Conference: | Click here to enter text. |
| **IRB** # (if applicable) or date of intended application: | Click here to enter text. |
| **IACUC** # (if applicable) or date of intended application: | Click here to enter text. |

**B. Presentation Information**

Please indicate the type of presentation. Paper Poster Panel

Other (Describe: Click here to enter text.)

Title of Presentation: Click here to enter text.

List any additional authors: Click here to enter text.

\*A copy of the email/notice of **acceptance** to the conference. Please be sure this includes the student’s name (append)\*

**C. Requested Expenses (to be completed by all applicants)**

Itemized Expected Expenses:

|  |  |  |
| --- | --- | --- |
| **ITEMS** | | **EXPENSES** |
| Click here to enter text. | | Click here to enter text. |
| Click here to enter text. | | Click here to enter text. |
| Click here to enter text. | | Click here to enter text. |
| Click here to enter text. | | Click here to enter text. |
| Click here to enter text. | | Click here to enter text. |
|  | Total Funds Requested | Click here to enter text. |

Are other funds available to support your travel? Yes No

If so, please indicate the amount of support from other sources. Click here to enter text.

### Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| Student’ Signature | Click here to enter text. | Date | Click here to enter a date. |
| Primary Mentor’s Signature | Click here to enter text. | Date | Click here to enter a date. |
| Secondary Mentor’s Signature | Click here to enter text. | Date | Click here to enter a date. |
| Department Chair’s Signature | Click here to enter text. | Date | Click here to enter a date. |

1. **Project Description**

Please include your presentation abstract or a brief (approx. 100 word) description of the nature of the work you will be presenting.

Click here to enter text.

**Barring extenuating circumstances, students who receive travel funding from the Undergraduate Research Program are expected to submit an application to present at** [**SURF**](file:///C:\sienerth\My%20Documents\~URP2004-05\URPWebPage\Dreamweaver\SURF.htm) **either in the academic year of the award or in the following year.**