**Travel Grant Application**

**PROCESS:**

The Office of Undergraduate Research is pleased to provide travel grants for undergraduate and graduate students who have been accepted to present their research at regional and national conferences or attend workshops.

Please complete the application in the order that it is presented in order to be considered for a travel grant. The maximum amount of funding available to undergraduate students and graduate students is $1000 and $500, respectively.

Only 1 student per application. If multiple students with different projects are presenting at the same conference, each student must complete an application, and notify the Department Chair who will need to provide a complete list of all students who will be attending the conference and requesting funding.

A proposal **MUST BE submitted within 2 weeks** of receiving conference acceptance.

**REQUIREMEMENTS:**

1. Complete the **Travel Grant Header** on the Cover Sheet; this will intentionally repeat on each page of the application.
2. Please submit the application in the following order
3. Cover Sheet: Please complete the cover sheet
4. Signature Page: Signatures are required from the:
	1. student
	2. faculty mentor
	3. department chair
	4. undergraduate research committee representative
5. Student information
6. Budget worksheet
7. Budget explanation
8. Purpose of the travel grant; and Research Abstract or Workshop Outcomes
9. Additional questions
10. Appendix A: Acceptance letter
11. Appendix B: A list of all students who will be attending the conference (this should be provided by the Department Chair)
12. Appendix C: Supporting documentation and quotes for the budget explanation

**COVER SHEET**

|  |  |  |
| --- | --- | --- |
| **Type of grant** |  | Undergraduate student travel grant |
|  | Graduate student travel grant |
| **Project title:** |  |
| **Conference Name** |  |
| **Conference location** |  |
| **Conference Dates** |  |
| **Faculty mentor name & email:** |  |
|  |  |
| **Select college:** |  | Goddard School of Business and Economics |
|  | Jerry & Vickie Moyes College of Education |
|  | College of Science |
|  | College of Engineering, Applied Science & Technology |
|  | Dr. Ezekiel R. Dumke College of Health Professions |
|  | College of Social & Behavioral Sciences |
|  | Telitha E. Lindquist College of Arts and Humanities |
| **Department:** |  |

**SIGNATURE PAGE**

**Instructions:**

Please place the appropriate signatures and dates on the signature line. Electronic signatures are acceptable.

If multiple students are presenting at the same conference, the department chair needs to provide a complete list of all student attending. Please work with your mentor to inform the department Chair. Attach the list as Appendix B.

|  |  |
| --- | --- |
| Student Signature (sign above) ↑ | date ↑ |

|  |  |  |
| --- | --- | --- |
| Project mentor signature (sign above) ↑ | mail ↑ code/phone | date ↑ |

|  |  |  |  |
| --- | --- | --- | --- |
| Department Chair signature (sign above) ↑ | mail ↑ code/phone | date ↑ | Number of students from dept presenting at conference/workshop |

**STUDENT INFORMATION**

**Instructions:**

Student: Please complete the following

|  |  |
| --- | --- |
| **W #** |  |
| **Phone:** |  |
| **Weber Email** |  |
| **Total number of credit hours completed:** |  |
| **Anticipated graduation (term/year)\*** |  |

\*funds may not be spent after graduation

**BUDGET WORKSHEET**



NOTES:

1. The maximum for undergraduate travel grants is $1000.
2. The maximum for graduate student travel grants is $500
3. Travel: WSU reimburses travel expenses at a set mileage rate only.
4. Car rentals are not supported by OUR.
5. Student travel to present the results of the project (provide evidence that you have been accepted to present)

**BUDGET EXPLANATION**

**Instructions:**

* 1 single-spaced page maximum
* Place all supporting documentation and quotes as Appendix C at the end of the application.
* Please delete these instructions before submitting

**PURPOSE AND ABSTRACT/WORKSHOP OUTCOMES**

* 1 single-spaced page maximum
* Please describe the purpose of your travel grant request.
* If you are presenting research at a conference, please provide a copy of your research abstract. For undergraduate research travel grants, the abstract will be published in *ERGO*.
* If you are attending a workshop, please describe the purpose of the workshop and your goals/outcomes for attending.
* Please delete these instructions before submitting

**ADDITIONAL QUESTIONS**

1. What funding have you received from OUR in the past. Please be specific and include dates.
2. Have you presented the submitted abstract elsewhere? Please include the conference name, dates of presentation, and if external funding was provided, the source of funding.
3. What additional sources of funding have been solicited? Is your department willing/able to fund any portion of travel expenditures?

**APPENDICES**

All applications must contain the following 3 appendices:

1. Appendix A: Acceptance letter for conference presentation or workshop attendance.
2. Appendix B: A list of all students who will be attending the conference (this should be provided by the Department Chair)
3. Appendix C: Supporting documentation and quotes for the budget explanation