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

# STUDENT TRAVEL GRANTS

# INFORMATION FOR UNDERGRADUATE STUDENTS

Support is available from the Undergraduate Research Program to help with expenses incurred by students presenting at virtual 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. 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. 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 Emily Moser at [emoser3@elon.edu](mailto:emoser3@elon.edu)

**If you are awarded funding**:

* You will be expected to seek reimbursement through the UR office (reimbursement forms are available on our website).
* 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/fiscal year closes.

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| **Undergraduate Research Program**  **Eric Hall, Ph.D., Director**  2345 Campus Box, ext. 5880 Powell Building Room 108H |

Student Travel Grant Application

Submit a typed application to the Emily Moser at [emoser3@elon.edu](mailto:emoser3@elon.edu) Applications must be submitted no later than 3 weeks prior to conference 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: | 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 4999? | Choose an item. |
| Currently enrolled in 4998? | 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.

What amount will likely not be covered by any funding source? Click here to enter text.

Is the student of high financial need according to Elon’s Financial Aid Office? Yes No

***Requests for reimbursements related to travel must be submitted no later than the end of the calendar month following the month of the conference. The Undergraduate Research Office will not be able to send a reminder of this reimbursement submission deadline.***

### 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. |

**Barring extenuating circumstances, students who receive a travel grant 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.**

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.