

The Application Form (Faculty Mentor Travel Grant)

Faculty Mentor Travel Grants are for full-time faculty with ongoing appointments. These funds are to be used to support undergraduate research-related travel (e.g., conference, travel to archive). Faculty are eligible to apply for only one mentor development grant or one mentor travel grant per year. Funds do not roll over to the following budget year (budget year runs June 1 – May 31).

General Information

- Name (first and last)
- Email
- Department
- Faculty Rank

If applicable...

- Secondary Faculty Name(s) (first and last)
- Secondary Faculty Email(s)
- Secondary Faculty Department(s)
- Secondary Faculty rank(s)
- Student Name(s) (first and last)
- Student Email(s)
- Student Department and major(s)
- Student year(s) in school
- Student(s) fellow status (In a program, if so which one)

Proposal (1-2 pages)

- All competitive proposals must...
 - o Include information about the conference – title of conference, location of conference, dates, title of presentation, authors and authorship order. Please append a copy of the email/notice of acceptance to the conference.
 - o Describe what the faculty will do at the conference to help the student develop as a scholar
 - o Contain a budget. The amount for each budget line item requested must be documented and justified. Faculty must exhaust all other funding sources before applying to the UR program for travel funds (e.g., Dean, department chair, Lumen Program).
 - o Have the potential to positively impact multiple students/faculty

Budget Request

- Please provide an itemized proposed budget by describing your research needs **and** the amount of money you are requesting for each need. Note that mentor travel grants are capped at **\$500**.