

OUR Travel Award Application

## **OUR Travel Award Requirements and Guidelines**

Welcome to the OUR Travel Award Program Application

Travel funding is available to support undergraduate students to present papers and posters at professional conferences. At the recommendation of the OUR Review Committee and with the approval of the OUR Director, the Center for Research and Economic Opportunity (CREO) will disburse funds to support undergraduate student travel.

By clicking the box below, you are confirming that you are eligible for submission.

I have read the statement above and certify that I am eligible for submission

Please ensure you have the following material saved as individual pdf files, as you will not be able to save an incomplete application and return at a later time.

1. Budget narrative (1 page minimum; to include expenditure information, price quotes, additional sources of funding, etc.)
2. Faculty mentor recommendation letter
3. Presentation acceptance/confirmation (if already accepted)
4. Completed OUR Travel Award Letter of Commitment

## Part A: Student Information (Individual)

Is this application for a group travel or individual student travel?

Group

Individual

Please complete the section below (if applying as a group, please complete with first author's information):

UWF ID

First Name

Last Name

Cumulative GPA

Department

College

Phone

Email

Has your abstract or participation in the conference been accepted?

Yes

No

Not applicable

If you have received a notification of acceptance to participate in the conference, please upload proof (can be a screen shot, program listing your name, email, etc).

No file chosen

If this is a group travel application, please upload a PDF file with each student's

name, ID number, cumulative GPA, department, college, phone, and email.

No file chosen

## Part B: Event Information

Event Information (please expand any acronyms)

Conference (meeting) title

Meeting location

Meeting dates

Total Budget Requested

Please provide a brief description of the conference/event.

Please upload the summary of role(s) in conference. This could be an abstract(s) of presentations, description of the competition, or other details describing individual participation in the conference.

No file chosen

## Part C: Budget

The following questions are directly related to the budget of your proposal. You

are **not** required to have expenditures in each section, however you are required to place a dollar value in each cell (enter 0.00 for non-applicable expenditures). If you have expenditures in the "Other Expenses" section, you **MUST** add those to your Budget Narrative in your submitted proposal.

Please note that even though you are requesting specific funding, approval of all funding is up to the discretion of the OUR Director. Any portion of your budget may or may not be funded.

Please complete as accurately as possible:

Conference Registration	<input type="text" value="\$0.00"/>
Mileage	<input type="text" value="\$0.00"/>
Hotel/Lodging	<input type="text" value="\$0.00"/>
Per Diem	<input type="text" value="\$0.00"/>
Airfare	<input type="text" value="\$0.00"/>
Rental Car	<input type="text" value="\$0.00"/>
Other Expenses	<input type="text" value="\$0.00"/>

Please upload your Budget Narrative (1 page minimum). This Narrative should include other sources of funding, price quotes for lodging/transportation, and any other costs associated with your travel. Your budget narrative should also include a written description of per day cost versus total trip cost; for example, "The total hotel cost of \$300 is estimated for three nights at \$100/night for one room, shared by four students."

No file chosen

I certify that the expenses for the travel are accurate and that travel will be completed by June 5, 2016 and TER forms will be completed and submitted by June 12, 2016.

I confirm

## Part D: Faculty Mentor Information

Please complete the information below regarding FACULTY MENTOR

First Name

Last Name

Department

College

Email

Please upload a letter of recommendation or endorsement from your faculty mentor. This letter should comment on the student's (or students') ability to make a professional presentation and how this presentation relates to the faculty mentor's own research or scholarly and creative activities. Letters should also describe the merit of the presentation, the potential impact on the student's educational development and future goals. Finally, please include a comment on how well respected the conference is (i.e., national, regional, local, and/or disciplinary/interdisciplinary, etc.).

No file chosen

Please upload your OUR Travel Award Letter of Commitment

No file chosen

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