
Date

OUR Travel Award Letter of Commitment

Undergraduate Student:

I understand that my role as an undergraduate student researcher is a significant responsibility and I will make it a priority. In applying for the OUR Travel Award program, I understand that I am committing to the following requirements:

- Support the Mission, Vision, and Values and Goals of the University of West Florida
- Attend in person the conference/meeting/scholarly activity and only in the event of an emergency will I abstain from attending the event (documentation is required)
- Contribute significantly to the preparation of the poster/presentation/scholarly activities associated with the conference
- Participate in the Spring Student Scholars Symposium on (generally held toward the end of April)
- Submit a travel report within three weeks of travel, including:
 - a budget report detailing how award funds were used
 - a brief (1-2) page description of the conference, including and the impact of the experience on the student's professional development, educational and career goals or interests, and anticipated impact on success of meeting these career or educational goals overall findings, significance of work, and next steps
- Complete a program evaluation survey within three weeks of travel
- Act as ambassadors to the OUR program and speak to at least one **approved** campus event about your research experience at UWF. Campus events include classes (especially introductory level courses), campus tour groups, or other campus events.

If my travel expenses total over \$1,000, I am responsible in securing the additional funds to cover the cost of the conference/presentation about and beyond \$1,000.

Faculty Mentor:

I understand that my role as a Faculty Mentor to an Undergraduate Student Researcher is a significant responsibility and I will make it a priority. In supporting my student researcher(s), I understand that I am committing to providing mentorship to my student throughout his/her conference preparation, including providing support to meet the above obligations. I understand that failure of my students to meet the above requirements may jeopardize my future OUR funding.

Department Chair:

I understand that all travel arrangements, including the completion of TAR/TER documents for the student's travel, will be processed through the Office Administrator.

College Dean:

I understand that my role as the College Dean is to support Undergraduate Student Researcher Travel and in doing so I agree to fund 20% of the student's travel expenses up to but not exceed \$200 (these funds can be provided by either the department or college). The Center for Research and Economic Opportunity (CREO) will fund 80% of the student's travel up to but not to exceed \$800.

Approved by:

Applicant Signature

Applicant Name (print)

Faculty Mentor Signature

Faculty Mentor Name (print)

Department Chair Signature

Department Chair Name (print)

College Dean Signature

College Dean Name (print)