

UNIVERSITY *of* WEST FLORIDA

# OUR Travel Award

Procedures  
&  
Guidelines

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October 2015

Office of Undergraduate Research

[uwf.edu/our](http://uwf.edu/our)

## **Procedure Title:** Office of Undergraduate Research Travel Awards

### **Purpose**

Awards are intended to foster research partnerships between faculty and UWF's most promising undergraduate students and to support undergraduates presenting at professional conferences

### **Eligibility**

- Must be enrolled as an undergraduate, degree seeking, student
- In good standing with the University of West Florida

### **Award Information**

- Award Total
  - **Up to \$1,000 per request (individual award maximum)**

### **Scope of Work**

The Associate Vice President for Research has approved funding to support undergraduate student researcher travel at the University of West Florida.

Travel funding is available to support undergraduate students presenting papers and posters at professional conferences, participating in scholarly competitions, or otherwise engaging in academic or professional events that contribute to the student's academic program. At the recommendation of the Department Chair, with the approval of the College Dean, and through a formal review process, The Center for Research and Economic Opportunity (CREO) will disburse funds to support undergraduate student travel.

CREO will fund 80% of individual undergraduate researcher travel awards and the remaining 20% will be supplemented by the undergraduate researcher's College (these funds can be from either the college or department or a combination of both).

### **Funding limits**

Acceptable expenditures of undergraduate researcher travel will be broadly interpreted. These expenses may include such items as registration costs, airfare, hotel/lodging, and per diem.

**All travel award requests must be made forty-five (45) or more days in advance of the travel date.**

An applicant may receive a maximum of two (2) separate OUR Travel Awards during the degree program while at the University of West Florida, OR a maximum of \$2,000 in OUR Travel Awards.

### **Submission Requirements**

The OUR Travel Award process starts with the student in their specific department. All travel applications must be reviewed by the undergraduate student's Department Chair and be approved by the chair and College Dean using the [OUR Travel Award Letter of Commitment](#) (this letter initiates undergraduate student travel requests).

Once a student has collected the required approvals and received abstract confirmation, the student will need to apply electronically to the OUR Travel Award application on the Office of Undergraduate Research website.

### **Electronic Application Submission**

The OUR Travel Award application must include:

- Signed OUR Travel Award Letter of Commitment (scanned and uploaded as pdf)
- Summary of role(s) in conference (saved as one pdf file per group). This could be abstract(s) of presentation(s), description of competition, etc.
- Copy of acceptance letter to conference (uploaded as pdf; not required at time of application)
- Faculty recommendation of student, including merit of conference (not to exceed one page per student— uploaded as pdf)

- Completed budget table (filled out within online application) and budget narrative (one page minimum, uploaded as pdf)

Within twenty-four hours of submission of completed applications, students will receive a confirmation email. The student's application will be reviewed by at least three faculty members. The primary objective is evaluation of proposal quality and adherence to submission requirements. The OUR Director reserves full rights to accept or deny travel applications.

Applicants will receive a notification letter regardless of acceptance/denial. Awarded students will be assigned a unique Activity Code and will be required to sign and submit the OUR Travel Award Agreement Form to formally accept the award.

### **Travel Expenses (TAR/TER) Procedures**

Once a student has received notification of receiving an OUR Travel Award, s/he must set up an appointment with the office administrator in their home department to initiate travel arrangements and complete travel documents (Travel Authorization Request) required by UWF. Award-specific activity codes must be on TAR/TERs to ensure proper routing of expenditures.

Note: Any travel arrangements made before appropriate approvals are received and notification of the award has been made will not be reimbursed if the travel request is denied; the student traveler will be solely responsible for all expenditures.

Upon return from the travel, applicants will need to complete a Travel Expense Request (TER) form. Travelers must keep all receipts from their travel and schedule a time with their department's Office Administrator to process this form for travel expense reimbursement.

### **Forms**

All university [travel forms](#) and university travel procedures can be found on the [Financial Services](#) page.

### **Deliverables/Reports**

Students who receive an award must submit a OUR Conference Travel Report to the Office of Undergraduate Research at the completion of the conference/travel.

- Final Report Requirements:
  - o OUR Travel Award Post-Travel Survey
  - o Summary of accomplishments
  - o Personal and professional gains/development, as influenced by travel/participation
  - o List of Expenditures

Grant awardees are required to present their research at the Student Scholars Symposium during the spring term. Awardees can find guidelines and information regarding this presentation on OUR's website.

In order to highlight research activity at the University of West Florida, OUR Travel Award recipients may be contacted by the CREO Communications Department for more information on their research and/or travel to publicize their research in both internal and external outlets.

## 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)

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College Dean Signature

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College Dean Name (print)