



Travel/Presentation Grant Application Guidelines

Undergraduate Research Initiative Drinko Center for Excellence in Teaching and Learning

Definition of Grants

Travel and presentation expenses may be funded through Travel/Presentation Grants. The presentation of research projects and creative activities of Westminster College students are covered under this program. Projects must be conducted under the mentorship of Westminster College faculty. Performances and/or presentations at professional conferences of student work in visual and performing arts disciplines qualify for consideration under this program. Award recipients are required to participate in the Undergraduate Research & Arts Celebration in the year of their grant.

Eligibility

In order to apply for travel/presentation support, the student must have research or creative activity accepted for presentation at a conference. The student must be enrolled as a degree-seeking student at Westminster College at the time of the conference and be in good academic standing. The student must make a presentation or performance at the conference.

Group Presentations: Attendance at a conference by two or more students to make a single presentation of research or performance will be treated as one application. A travel award will be divided equally among group members participating in the presentation or performance.

Funding

The maximum allocation for any Travel/Presentation Award is \$300. (Note: the limit may be increased for NCUR, Posters at the Capitol and Posters on the Hill.) The award may fund conference registration, travel, lodging and food expenses. Details will be provided on the "Travel and Entertainment Policy" of the College. Grant recipients are required to review allowable expenses with the Director of the Drinko Center at the time of application. For reimbursement of allowable expenses, original receipts MUST be submitted by each student. Students should complete the STUDENT REIMBURSEMENT FORM found on the R: drive and turn them in to Doreen Matune with all receipts.

Deadlines and Dates

Applications will be reviewed and acted upon as they are submitted. Guidelines for processing payments against the award will be included in the award notification letter. Students must apply and be approved before traveling.

Procedure for applying for funds:

1. Obtain form "Travel/Presentation Grant Application" from the Drinko Center folder on the R Drive.
2. Complete the form, sign, and attach the following to the request.
 - a. One-page abstract describing the research or performance;
 - b. List of individuals who will be giving the presentation/performance at the conference;
 - c. A copy of the acceptance letter from the conference organization; and
 - d. Completed signature page.
3. Obtain approval, as designated by signature on "Travel/Presentation Grant Application Signature Page" and Grant Application, of the Faculty Mentor/Advisor and the Department Chair.
4. Submit the four (4) items named in #2 above and the "Travel/Presentation Grant Application" form to:
Doreen Matune
Drinko Center for Excellence in Teaching and Learning
McKelvey Campus Center Room 223
voice: 724-946-7121
5. E-mail title and abstract to matunedm@westminster.edu

Please note that your application is considered incomplete until you have submitted a title and a 150-200 word abstract. The abstract must be submitted electronically to Mrs. Doreen Matune (matunedm@westminster.edu). This abstract will serve as the description of your project in the Undergraduate Research Arts Celebration publication.

Award notification:

Letters of award notification will be issued as soon as possible following submission. The award notifications will include instructions on how to process payments and a copy of the approved "Travel/Presentation Grant Application" form.

Contact Person for additional information:

Patrick Krantz, Director
Drinko Center for Excellence in Teaching and Learning
McKelvey Campus Center Room 223
krantzpd@westminster.edu



Travel/Presentation Grant Application

**Undergraduate Research Initiative
Drinko Center for Excellence in Teaching and Learning**

To request funding for support of student research presentations or performances at conferences, complete this form and attach an abstract of the research or performance and the conference acceptance letter. Obtain the approval of the Faculty Mentor, Department Chair, and the DCETL Director; then submit the form and attachments to the Undergraduate Research Initiative, Drinko Center for Excellence in Teaching and Learning, McKelvey Campus Center Room 223. An approved copy of this form must be attached to the Travel Reimbursement Request.

Campus Box # _____

Name _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Faculty Mentor _____

Name of Conference/Presentation _____

Conference Location _____ Dates of Trip _____

Title of Presentation/Performance _____

Justification for Travel

Total Estimated Costs:

Amount contributed by department

Amount approved by DCETL

Registration Fee \$ _____	\$ _____	\$ _____
Lodging _____	_____	_____
Meals _____	_____	_____
Transportation _____	_____	_____
Other* _____	_____	_____
Total \$ _____	\$ _____	\$ _____

*Other – Describe these expenditures

Mode of Transportation:

College Car

Personal Car

Airfare

Other

Approvals

Signature of Student/Date

Signature of Department Chair/Date

Signature of Faculty Mentor/Date

Signature of DCETL Director/Date



Travel/Presentation Grant Application
Signature Page
Undergraduate Research Initiative
Drinko Center for Excellence in Teaching and Learning

Student

Signature page for: _____
(student name)

I certify that I am a currently enrolled student in good academic standing at Westminster College. I agree that by accepting these funds, I am agreeing to participate in the Undergraduate Research & Arts Celebration.

Signature: _____ Date: _____
(Student applicant)

Faculty Sponsor

I am familiar with this student's project, know that this work has been accepted for presentation and verify that the presentation forum is appropriate for this work. I support this student in receiving this travel/presentation grant. I have discussed the Undergraduate Research & Arts Celebration with this student and he/she has agreed to participate.

Signature: _____ Date: _____
(Faculty mentor)

Department Chair

I have reviewed the student's budget and determined the departmental contribution. If the department is not making a contribution toward the expense of this travel/presentation, please explain. I understand that if the student fails to attend the Undergraduate Research & Arts Celebration, this Department is responsible for reimbursing The Drinko Center for the full amount of this award.

Signature: _____ Date: _____
(Department Chair)

Approval of Drinko Center

Note: Signature indicates that the proposed travel/presentation meets standards appropriate for student scholarship in this field and is worthy of DCETL funding.

Signature: _____ Date: _____
(Drinko Center Director)