

# Drinko Center for Undergraduate Research

## Group Travel Grants: Guidelines



WESTMINSTER COLLEGE

### Overview

The group travel grant program is intended to support presentations at professional conferences by groups of students (where multiple students are part of a single presentation or performance). These funds may not be used for stipends or compensation of any type. This may come from any discipline including work in visual and performing arts disciplines.

The supporting faculty member is responsible for form submission.

### Eligibility and Conditions

- Each student must be enrolled as a degree-seeking student at Westminster College at the time of the travel and be in good academic standing.
- The student group must make a presentation or performance.
- The student group must have a sponsoring member of the Westminster College faculty.
- To receive travel funding, a completed Group Grant Application must be submitted and approved prior to any expenditures.
- Award recipients are required to participate in the Undergraduate Research & Arts Celebration in the academic year of their grant, even if they intend to graduate in December. Students who fail to participate in the celebration will be responsible for paying back their grant to the college in full.

### Application Checklist

Applications will not be considered until the complete set of application documents are received. The following components compose a complete application (forms comprise the rest of this document).

Please check off each item before submitting your grant application.

- |  |   |
|--|---|
| _____ Guideline Form (this page)                   | _____ Budget Form with faculty signature            |
| _____ Presentation Information Form                | _____ Faculty Signature page                        |
| _____ Student Applicant Information/Signature Form | _____ Verification of acceptance to present/perform |

### Deadlines and Award Notification

Applications are accepted on a rolling basis throughout the academic year. Grants received by noon on Friday will be reviewed and notifications will be sent electronically by the following Friday (except during college holidays).

Applications can be submitted in the following ways:

- Via e-mail to [ugresearch@westminster.edu](mailto:ugresearch@westminster.edu). Use the subject line “[Your last name]: Group Research Grant Application”
- In person to Patterson Hall 315 (slide under the door if no one is in the office)
- Via Campus Mail to Dr. Patrick Lackey, Director of Undergraduate Research, Campus Box 198

Direct any questions you have about this form or the application process to Dr. Patrick Lackey using the [ugresearch@westminster.edu](mailto:ugresearch@westminster.edu) e-mail address.

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Group Travel/Presentation/Performance Grant Application

Presentation Information Form:

Name of Conference/Presentation: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Title of Presentation or Performance: \_\_\_\_\_

Acceptance Verification: Please attach a print or electronic copy of documentation indicating your acceptance to present/perform

Abstract (for conference/presentation grants): use abstract submitted to conference or compose a 150-250 word abstract) or provide a description of the activities to be performed during your group's travel.

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Budget Form

Overview

The budget proposed below includes the only allowable expenses. Any item listed as “other” must be reviewed and approved.

Transportation can include mileage when a college vehicle is not used; a map of the route used is required for mileage reimbursement. Meals are not to exceed \$25.00 per day, receipts must list individual food items, and room service is not approved.

In order to seek reimbursement, you must provide documentation for each expense, so be make sure to collect itemized receipts.

Approved documentation includes: Original, itemized receipts for meals and detailed bills from hotels, airlines, etc. Credit card statements are not adequate support.

Submit T&E Form or Student Reimbursement Form (which will be provided with award notification) and all documentation for reimbursement to the Director of Undergraduate Research no more than 30 days after the expenses are incurred. Late submissions for reimbursement will not be processed.

Each student in the group is eligible for up to \$100 in funding. The maximum award total is \$2,000.

Complete Proposed Budget:

	Per student	Total for project
Lodging		
Transportation		
Registration		
Meals		
Other		

Total Amount Requested for Group Grant: \_\_\_\_\_

Budget explanation (delineate expenses as needed and explain any costs noted as “other”):

\*I certify that I have read and agree to the above conditions and have filled out the budget and funding information to the best of my ability.

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Student Applicant Information and Signature Form

Please fill in complete information for each student applicant. An additional applicant information and signature page can be found at the end of this document, use as many copies as necessary.

Each student must read and agree to the following Eligibility and Conditions:

- Each student must be enrolled as a degree-seeking student at Westminster College at the time of the travel and be in good academic standing.
- The student group must make a presentation or performance.
- The student group must have a sponsoring member of the Westminster College faculty.
- To receive travel/presentation funding or research funding, a completed Group Grant Application must be submitted and approved prior to any expenditures.
- Award recipients are required to participate in the Undergraduate Research & Arts Celebration in the academic year of their grant, even if they intend to graduate in December. Students who fail to participate in the celebration will be responsible for paying back their grant to the college in full.

Student Applicant Information

Total Number of Student Applicants \_\_\_\_\_

\*Signature indicates that the student certifies that they have read and agree to the above conditions

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Campus Box: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Major/Degree Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Campus Box: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Major/Degree Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Faculty Signature Page

Faculty Sponsor

I am familiar with this group's project, I support these students in receiving this grant and have completed a proposed budget. I have discussed the Undergraduate Research & Arts Celebration with each student, and he/she has agreed to participate.

Faculty Sponsor Name (Print): \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Faculty mentor)

Director of Undergraduate Research Approval

Note: Signature indicates that the proposed project meets previously established standards for student scholarship in this field and is worthy of funding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Undergraduate Research)

Notes (Undergraduate Research Office Use Only):

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Group Travel/Presentation/Performance Grant Application

**Additional Individual Applicant Information and Signature Listing: Use as many copies as needed**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Campus Box: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Major/Degree Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Campus Box: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

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