

Drinko Center for Undergraduate Research

Individual Travel/Presentation Grant: Guidelines

Overview

The travel grant program is intended to support individual performances and/or presentations of student research at professional conferences in any discipline, including work in visual and performing arts disciplines. Please *refer to the group award instead when multiple students will be part of a single presentation or performance.*



Eligibility and Conditions

- 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. If the travel occurs after the end of the academic year, **please speak with the director of undergraduate research to determine which academic year your grant will apply to.**
- The student must make an individual presentation or performance at the conference.
- Projects must be conducted under the mentorship of Westminster College faculty.
- To receive travel/presentation funding, a completed Travel/Presentation Grant Application must be submitted and approved prior to any expenditures.
- Award recipients are required to fill out a Travel Experience Survey when they submit their reimbursement form, unless a specific exception is made by the Director of Undergraduate Research. **Students who fail to fill out this survey will not receive their reimbursement. If funds have already spent, they will be responsible for paying their grant back to the College in full.**
- 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.**

*I certify that I have read and agree to the above conditions

Signature: _____
(Student applicant)

Date: _____

Funding Options

Select a funding stream. A student can be awarded up to \$400 per academic year; either a single grant or split between two grants.

_____ Travel Grant *only*

A single award of up to \$400 per academic year. *(if selected, student is no longer eligible for a Research grant in the same academic year)*

_____ Travel Grant *and* one Research Grant

Two awards that total \$400, split as needed. A separate application is required for the research award.

Application Checklist

Applications will not be considered until the complete set of application documents are received. The following forms, found in the rest of this document, comprise a complete application.

Please check off each item before submitting your grant application.

_____ Signed and completed Guideline Form (this page)

_____ Budget Form with student signature

_____ Applicant and Presentation Information Form

_____ Faculty Sponsor signature

_____ Verification of acceptance to present/perform from the conference/organization (print or emailed)

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 no later than the following Friday (except during college holidays). Applications can be submitted in the following ways:

- Via e-mail to ugresearch@westminster.edu. Use the subject line "[Your last name]: 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

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Applicant and Presentation Information Form

Applicant Information:

Name: _____

Student ID Number: _____

Campus Box: _____

E-mail address: _____

Address: _____

Major/Degree Program: _____

Anticipated Graduation Date: _____

Presentation Information:

Name of Conference/Event: _____

Conference/Event Location: _____ Dates of Trip: _____

Title of Presentation/Performance: _____

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

Abstract: (use abstract submitted to conference or compose a 150-250 word abstract describing your work):

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Budget Form

Overview

The award can cover conference registration, transportation, lodging and food expenses. The Director of Undergraduate Research will review allowable expenses at the time of application. 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

Most commonly, this award is given as a reimbursement to the student after they return from the conference. The College will not pay travel or conference expenses before the conference occurs. In order to seek reimbursement, **you must provide documentation for each expense**, so be make sure to collect itemized receipts as you go. You can only be reimbursed for money you have spent. **You cannot receive a reimbursement for money spent by someone else on your behalf.** Approved documentation includes original, itemized receipts for meals and detailed bills from hotels, airlines, etc. **Credit card statements are not adequate support.**

To receive your funds, submit your 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.

Complete Proposed Budget:

	Amount
Registration	
Transportation	
Lodging	
Meals	
Other	

Budget Explanation (provide any context and explain any "other" expenses)

Total amount requested: _____

*Increased travel funding beyond \$400 is available for registration, meals, travel and lodging for students who qualify. Students interested in this option should indicate below, in order to grant permission for the financial aid office to provide to the Drinko Center for Undergraduate Research a determination of financial need by using the most recent FAFSA information including the family Adjusted Gross Income. Please only sign and select this option if your travel requires more than \$400.

_____ Yes, I please consider me for a financial need accommodation. (Sign Permission for Financial Review Below)

Student Signature: _____ Date: _____

Additional Funding Sources

Please list/describe other sources of funding you are seeking for this travel (internal and external to Westminster) including the amount solicited from each source.

*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.

Student Signature: _____ Date: _____

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Faculty Signature Page

Student Name: _____

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 and have reviewed the student's proposed budget, I have discussed the Undergraduate Research & Arts Celebration with this student, and he/she has agreed to participate.

Faculty Signature: _____ Date: _____

Director of Undergraduate Research Approval

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

Signature: _____ Date: _____
(Director of Undergraduate Research)

Notes (Undergraduate Research Office Use Only)