Travel/Presentation Grant Application Guidelines

Undergraduate Research Initiative
Drinko Center for Experiential Learning

Definition of Grants
Travel and presentation expenses may be funded through Travel/Presentation Grants. 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.

Choose a Funding Stream
The Drinko Center offers two funding streams.

- Stream A: Students may apply for one Travel Grant and one Research Grant, each in the amount up to $150 per academic year.
- Stream B: Students may apply for one Travel Grant or one Research Grant in the amount up to $250 per academic year.

Eligibility
To receive travel/presentation funding, a completed Travel/Presentation Grant Application must be submitted and approved prior to any expenditures. To be eligible, 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 $150/$250 (refer to “Choose a Funding Stream” above). The award may fund conference registration, transportation, lodging and food expenses. 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 itemized receipts MUST be submitted by each student. Students should complete the STUDENT REIMBURSEMENT FORM found on the P drive and turn it 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 P 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:
   Dr. Patrick Krantz in the Drinko Center – Patterson Hall 315
5. E-mail title and abstract to krantzpd@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 Dr. Patrick Krantz krantzpd@westminster.edu.

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 Experiential Learning
Patterson Hall 315
krantzpd@westminster.edu
Travel/Presentation Grant Application

Undergraduate Research Initiative
Drinko Center for Experiential 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 DCEL Director; then submit the form and attachments to the Undergraduate Research Initiative, Drinko Center for Experiential Learning, Patterson Hall 315.

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 __________________________________________

Choose a Funding Stream

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Please refer to Travel/Presentation Grant Application Guidelines for grant eligibility.

<table>
<thead>
<tr>
<th>Total Estimated Costs:</th>
<th>Amount contributed by department</th>
<th>Amount approved by DCEL</th>
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</thead>
<tbody>
<tr>
<td>Registration Fee $________</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td>Lodging _________</td>
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<td>Meals _________</td>
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<td>Transportation _________</td>
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<tr>
<td>Other*</td>
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<tr>
<td>Total $</td>
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<td>$</td>
</tr>
</tbody>
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*Other – Describe these expenditures

Approvals

Signature of Student/Date ______________________________________________________

Signature of Department Chair/Date ____________________________________________

Signature of Faculty Mentor/Date ______________________________________________

Signature of DCEL Director/Date _______________________________________________
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.

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 DCEL funding.

Signature: ____________________________________________ Date: ______________
(Drinko Center Director)