

Overview

The travel grant program is intended to support performances and/or presentations at professional conferences of student research in any discipline including work in visual and performing arts disciplines (*if applicable please refer to the group travel award when multiple students will be part of a single presentation or performance, which must be filed by the supporting faculty member*).

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.

The student must make a 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 participate in the Undergraduate Research & Arts Celebration in the year of their grant. 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: _____ Date: _____
(Student applicant)

Funding

The award may cover conference registration, transportation, lodging and food expenses. The Co-Directors of Undergraduate Research will review allowable expenses at the time of application.

***Please select a funding stream**

_____ **Travel Grant and one Research Grant**

Each award will be up to \$150 per academic year. (apply separately for Research Grant)

_____ **Travel Grant only**

A single award of up to \$300 per academic year. (if selected, student is no longer eligible for a Research grant in the same academic year)

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).

- | | |
|--|--|
| _____ 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 | |

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).

Completed applications can be submitted either electronically or in print:

Electronic:

ugresearch@westminster.edu

Subject line should read:
Student Last Name: Travel Grant Application

Print:

Karen Resendes, Co-Director of Undergraduate Research
Box 30
Patterson Hall 315
Drop forms by the office or send via campus mail.

Questions?

Contact the Co-Directors of Undergraduate Research (Dr. Karen Resendes and Dr. Pamela Richardson) at the email address above or drop by the Undergraduate Research Office, Patterson Hall 315, during our office hours.

Applicant and Presentation Information Form

Applicant Information:

Name _____

Campus Box # _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Faculty Mentor _____

Presentation Information:

Name of Conference/Presentation _____

Conference Location _____ Dates of Trip _____

Title of Presentation/Performance _____

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

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

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. Meals are not to exceed \$25.00 per day, and room service is never approved.

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

Approved documentation includes: Original, itemized receipts and original bills (not photocopies) from hotels, airlines, etc. Credit card statements, charge slips or photocopies are not adequate support.

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

Complete Proposed Budget

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

Registration _____
Lodging _____
Meals _____
Transportation _____
Other _____
Total _____

Amount Requested for Travel Grant _____

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.**

Signature: _____ Date: _____
(Student applicant)

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.

Signature: _____ Date: _____
(Faculty mentor)

Approval of Co-Directors of Undergraduate Research

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

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

Notes (Undergraduate Research Office Use Only)