



HONORS COLLEGE CONFERENCE TRAVEL AWARD

Honors College Conference Travel Awards are available for undergraduate students to present their research at professional conferences. These funds are available to support travel for conference presentations of: (1) research conducted in close collaboration with a faculty member or other qualified research sponsor; and/or (2) a student's original research, supervised by a faculty mentor. The funding is made possible by donations from alumni and other friends of the Honors College.

In awarding grants, a screening committee considers the academic record of the applicant and the quality and total cost of the proposal.

Requests for an Honors College Conference Travel Award are limited to a maximum of \$500.

GENERAL INSTRUCTIONS

1. Requests for support may be submitted at any time. They will be reviewed on a rolling basis and decisions about funding will be communicated as soon as they have been made.
2. Before submitting an application, the student and faculty sponsor should review the application form. Any questions that may arise should be addressed to the Dean of the Honors College.
3. Requests should include a copy of the original abstract submitted to the conference for which you are requesting travel funding, evidence (an acceptance letter or conference program) that your research has been accepted for presentation, and an itemized list of travel expenses to be funded by the Conference Travel Fund grant. See the attached form for more information.
4. Requests should be accompanied by a summary of cost sharing with the student's department and college. Whether or not these units provide funding, an endorsement of the request from both the department and the college is still required. Use a copy of the attached form to provide this information.
5. Upon return from the conference, the student is expected to file a brief final report, including any plans for publication or further research.
6. Research involving humans (including, for example, medical records and survey data) may have to be cleared in advance with the appropriate Institutional Review Board. The sponsor must certify that such clearance has been received before an award can be made. For guidance in this area, contact the Director of the Human Research Protection Program.

SUBMIT COMPLETED APPLICATIONS TO:

Cynthia Jackson-Elmoore, Dean
The Honors College, 105 Eustace-Cole Hall

HONORS COLLEGE CONFERENCE TRAVEL AWARD

STUDENT APPLICATION

Date: _____

Name: _____ PID: _____

Academic Major(s): _____

Local Address: _____

Local Phone Number: _____ Street _____ City _____ Zip _____
E-Mail Address: _____

Cumulative G.P.A.: _____ Total Credits Completed: _____

Conference Title/Location: _____

Conference Begin Date: _____ Conference End Date: _____

On separate sheets:

1. **Itemize the travel expenses for which you are requesting funding.**
2. Attach a copy of **the original abstract** submitted to the conference for which you are requesting travel funding
3. Attach evidence (acceptance letter or conference program) that your research has been **accepted for presentation** at the conference for which you are requesting travel funding.

List any additional travel funding you may be receiving from other sources. A signature is required from the supervising professor, the department, and the college, even if no funds are available to support this request.

	Amount of Funds Available from:	(Print) Name and Address	Signature
Supervising Professor	\$ _____	_____ _____	_____
Department/Unit	\$ _____	_____ _____	_____
College	\$ _____	_____ _____	_____
Total Requested From Honors College:	\$ _____		

If this project is funded by the Honors College, I agree to use Honors College funds only for travel to and from the conference I have listed. I agree to acknowledge funding support from the Honors College in any presentations and/or publications. Upon return from the conference, I agree to file a brief final report, including any plans for publication or further research.

Signature of Applicant

Date

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SPONSOR'S ENDORSEMENT

Name: _____ Title or Position: _____

Department or Address: _____

Phone: _____

Please briefly explain your role in the student's research project, and describe the nature of the student's planned presentation.

Project description has been submitted to the appropriate Review Board (BIRB/CRIRB/SIRB/IUCAC):

Project has already been approved by the appropriate Review Board (Include IRB number):

Project involves no human or animal subjects or data derived from humans or animals:

Sponsor Signature

Date

OFFICE USE ONLY

Date: Funded _____ (Amount \$ _____) OR Revised Budget Requested _____ OR Not Funded _____
