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. Funding approval must be received prior to attending conference, please allow adequate time for review. Applications 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. Application must be approved by the student’s supervising professor. The sponsor must certify that such clearance has been received and list appropriate IRB information if applicable, on p. 2 (the Sponsor’s Endorsement) of the application. Any questions that may arise should be directed to jacks174@msu.edu.

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. For guidance in this area, contact the Director of the Human Research Protection Program.

SUBMIT COMPLETED APPLICATIONS TO:

Dr. Cynthia Jackson-Elmoore, Dean
The Honors College, 105 Eustace-Cole Hall
Date: ___________________________

Name:  ____________________________________________   PID:  ____________________________________

Academic Major(s): ____________________________________________________________________________

Local Address:  _______________________________________________________________________
Local Phone Number:  ______________________  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.

<table>
<thead>
<tr>
<th>Amount of Funds Available from:</th>
<th>(Print) Name and Address</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervising Professor $_________</td>
<td>..........................................................</td>
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</tr>
<tr>
<td>Department/Unit $_________</td>
<td>..........................................................</td>
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<td>College $_________</td>
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<tr>
<td>Total Requested From Honors College: $_________</td>
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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 ___________

**OFFICE USE ONLY**

**Date:** Funded _____ (Amount $_______) OR Revised Budget Requested ______ OR Not Funded ______

Account ____________ Sub-Account ____________ N/A (Endowments only) ___________
HONORS COLLEGE CONFERENCE TRAVEL AWARD

SPONSOR’S ENDORSEMENT

Name: ______________________________ Title or Position: ______________________________

Department or Address: ______________________________

____________________________________________

Phone: __________________

Is this for an Honors Research Seminar (HRS) Course? Yes ____ No ____

If yes, UGS 200H _____ (section #) Were HRS seminar expenses budgeted for student travel?

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 ___________________________