CONFERENCE TRAVEL AWARD

Honors College Conference Travel Awards are available for MSU undergraduate students to present their research and creative products/projects at a professional conference. Funds are available to support travel for undergraduates who have research or creative works conducted in close collaboration with an MSU research/creative endeavors mentor or undertaken self-directed research/creative endeavors under the supervision of an MSU mentor. The academic record of the applicant is considered in funding decisions.

APPLICATION INFORMATION

1. The student must be presenting research or engaging in a creative endeavor.

2. Applicants must be currently registered undergraduates in good standing at MSU, during the time of travel.

3. Available funds are meant to defray costs and are not intended to subsidize the entire trip.

4. The Honors College will not provide the sole support for conference travel. Funding from the Honors College is contingent upon financial support from another unit (e.g., academic department, college, and/or Undergraduate Research Office). If approved, funding is limited to a match of funding provided by the student’s degree granting college but shall not exceed $500. Matching funding is not guaranteed. The amount of Honors College funding to be awarded is at the discretion of the Honors College.

5. The college or academic department of the student’s project mentor-supervisor is responsible for completing the required MSU travel authorization form prior to the student’s departure for the conference/workshop and processing the student’s reimbursement after the travel has occurred.

6. Applications must be endorsed by the student’s project mentor (see Sponsor’s Endorsement, p. 3 of the application).

7. Applications should include a copy of the original abstract submitted to the conference indicating the title and authorship; as well as proof (e.g., an acceptance letter/email and/or documentation from the appropriate section of the conference program) that the students’ paper/poster/creative project has been accepted for presentation.

8. Applications will be reviewed on a rolling basis. Requests for conference travel support must be submitted and approved prior to travel, please allow adequate time for review (preferably 2 weeks prior to travel at a minimum).

9. By accepting these funds, the applicant agrees to only use Honors College funding for travel associated with the conference listed in this request and to acknowledge funding support in the presentation.

10. Upon return from the conference, the student is expected to file a brief final report with the Honors College, including any plans for publication and/or further research.

SUBMIT COMPLETED APPLICATIONS TO:
Dr. Cynthia Jackson-Elmoore, Dean
The Honors College, 105 Eustace-Cole Hall
MSU HONORS COLLEGE CONFERENCE TRAVEL AWARD

Applicant Name: _______________________________ PID: ____________________

Academic College(s) & Major(s): ____________________________________________

Class standing:  ☐ Freshman  ☐ Sophomore  ☐ Junior  ☐ Senior  

Honors College member?  ☐ Yes  ☐ No

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

Local Phone Number: _______________________________

Research Mentor(s): _______________________________ Mentor’s Email: _______________________________

Conference Name: _______________________________

Conference Location: _______________________________ Conference Dates: _______________________________

Presentation/Poster Title: _______________________________

BUDGET PROPOSAL

ANTICIPATED CONFERENCE EXPENSES

Registration $ _______________________________ Please provide the following information for the contact person within your department or college who has agreed to assist you with travel authorization and reimbursement.

Transportation $ _________

Lodging $ _______________________________

Meals $ _______________________________

Other (Explain) $ _________

TOTAL $ _______________________________

FUNDING SUMMARY: The Honors College will not provide the sole support for conference travel. List any funding you may be receiving. A signature is required from the mentor/supervisor, department, and college, even if no funds are available to support this request. HC approval must be granted prior to the student’s departure. If approved, funding is limited to a match of funding provided by the student’s degree granting college but shall not exceed $500. The department or college providing funding must complete the MSU travel authorization form prior to the student’s departure and process the reimbursement subsequent to travel.

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(Fund for MSU travel authorization form) 

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Honors College Request Applicant Signature Date

HC OFFICE USE ONLY: Date Funded________ Amount $________ Revised Budget Requested ☐ Not Funded ☐

(Revised September 2019) HRS Linked Account Sub-Account N/A (Endowments only) ☐
Name: ___________________________ Title/Position at MSU: ___________________________

Department or Address: ____________________________________________________________

Phone Number: ___________________________ MSU E-mail Address: ______________________

Is this for an Honors Research Seminar (HRS)?  No ____  Yes ____  UGS 200H ______ (section #)

How much of the HRS seminar expenses were budgeted for student conference travel? $ ________________

Please explain your role in the student’s project and the subsequent conference presentation and describe the nature of the student’s planned presentation. *In the case of research resulting from an Honors Research Seminar, please indicate the connection to the seminar.*

MSU Sponsor Signature ___________________________ Date ___________________________