CONFERECE 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 enrolled undergraduates in good standing at MSU. Consideration will be given on a case by case basis to seniors presenting their work during the summer immediately following graduation.

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.

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 $ ___________________________

Transportation $ ___________________________

Lodging $ ___________________________

Meals $ ___________________________

Other (Explain) $ ___________________________

TOTAL $ ___________________________

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.

First Name: ___________________________

Last Name: ___________________________

Email: ___________________________

Phone #: ___________________________

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. 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.

<table>
<thead>
<tr>
<th>Amount of Funding</th>
<th>Name (Print)</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Mentor/Supervisor</td>
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<tr>
<td>Department/Unit</td>
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<td>College</td>
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<td>Undergraduate Research Office</td>
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<tr>
<td>Other (specify)</td>
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Total Honors College Request $ ___________________________ Applicant Signature ___________________________

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

(Revised December 2016) HRS Linked ___________ Account ___________ Sub-Account ___________ N/A (Endowments only) ☐
MSU HONORS COLLEGE CONFERENCE TRAVEL AWARD

SPONSOR’S ENDORSEMENT

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Title/Position at MSU</td>
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<tr>
<td>Department or Address</td>
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<td>Phone Number</td>
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<tr>
<td>MSU E-mail Address</td>
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<tr>
<th>Question</th>
<th>Answer</th>
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<tr>
<td>Is this for an Honors Research Seminar (HRS)?</td>
<td>No ____ Yes ____ UGS 200H _______ (section #)</td>
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<tr>
<td>How much of the HRS seminar expenses were budgeted for student conference travel?</td>
<td>$____________________</td>
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</table>

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 and Honors Research Seminar, please indicate the connection to the seminar.

MSU Sponsor Signature: ___________________________ Date: ____________

(Revised December 2016)