

## 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. Matthew Zierler, Associate 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: \_\_\_\_\_

<b>BUDGET PROPOSAL</b>
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**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. 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.

	Amount of Funding	Name (Print)	Signature	Date
Mentor/Supervisor				
Department/Unit				
College				
Undergraduate Research Office				
Other (specify)				

**Total Honors \$ \_\_\_\_\_**

**College Request**

Applicant Signature

Date

<b>HC OFFICE USE ONLY:</b>	Date Funded _____	Amount \$ _____	Revised Budget Requested <input type="checkbox"/>	Not Funded <input type="checkbox"/>
(Revised September 2019)	HRS Linked _____	Account _____	Sub-Account _____	N/A (Endowments only) <input type="checkbox"/>

**MSU HONORS COLLEGE CONFERENCE TRAVEL AWARD**

**SPONSOR'S ENDORSEMENT**

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

\_\_\_\_\_  
MSU Sponsor Signature

\_\_\_\_\_  
Date