

Drinko Center for Undergraduate Research Group Travel/Presentation or Research Grants: Guidelines



Overview

The group grant program is intended to support either: 1) Group research projects or 2) Performances/presentations at professional conferences by groups of students (where multiple students are part of a single presentation or performance). Cases where groups travel to perform research or gain research training will also be considered. These funds may not be used for stipends or compensation of any type. Any equipment or supplies purchased for the project remain the property of the College. The travel or research can come from any discipline including work in visual and performing arts disciplines.

Important Information for the 2020-2021 Academic Year

Students who participate in College-sponsored travel via the Drinko Center for Undergraduate Research must upload their proof of vaccination to the student health portal before the College will approve their funding and travel plans. This is required both for travel grants and for any research grant that includes a travel component.

The supporting faculty member is responsible for form submission.

Eligibility and Conditions

- Each student must be enrolled as a degree-seeking student at Westminster College at the time of the travel and be in good academic standing.
- The student must have uploaded proof of vaccination to the student health portal (if grant involves travel).
- For conferences the student group must make a presentation or performance.
- Projects must be conducted under the mentorship of Westminster College faculty.
- To receive travel/presentation funding or research funding, a completed Group Grant Application must be submitted and approved prior to any expenditures.
- Award recipients are required to participate in the Undergraduate Research & Arts Celebration in the academic year of their grant, even if they intend to graduate in December. Students who fail to participate in the celebration will be responsible for paying back their grant to the college in full.

Application Checklist

Applications will not be considered until the complete set of application documents are received. The following components compose a complete application (forms comprise the rest of this document). **Please check off each item before submitting your grant application.**

<input type="checkbox"/> Guideline Form (this page)	<input type="checkbox"/> Budget Form with faculty signature
<input type="checkbox"/> Presentation/Research Information Form	<input type="checkbox"/> Faculty Signature page
<input type="checkbox"/> Student Applicant Information/Signature Form	<input type="checkbox"/> Verification of acceptance to present/perform (when applicable)
<input type="checkbox"/> Uploaded Proof of Vaccination for all students (when applicable) at: https://www.westminster.edu/campus/health/health-center.cfm	

Deadlines and Award Notification

Applications are accepted on a rolling basis throughout the academic year. Grants received by noon on Friday will be reviewed and notifications will be sent electronically by the following Friday (except during college holidays).

Completed applications can be submitted either electronically or in print:

Electronic:

ugresearch@westminster.edu

Subject line should read:
Faculty Member Last Name:
Group Travel Grant Application

Print:

Karen Resendes, Director of Undergraduate Research
Box 128
Patterson Hall 315
Drop forms by the office or send via campus mail.

Questions?

Contact Dr. Karen Resendes, Director of Undergraduate Research at the email address above or drop by the Undergraduate Research Office, Patterson Hall 315.

Drinko Center for Undergraduate Research
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Presentation/Research Information Form:
(fill in only the sections relevant to your grant application):

Group Travel Grant for a Conference/Presentation:

Name of Conference/Presentation _____

Conference Location _____ Dates of Trip _____

Title of Presentation/Performance _____

Acceptance Verification: Please attach a print or electronic copy of documentation indicating your acceptance to present/perform

Group Research Grant:

Name of Project _____

Abstract (for conference/presentation grants): use abstract submitted to conference or compose a 150-250 word abstract) or provide a description of the activities to be performed during your group's travel.

Or

Project Information (for research grants): Describe your intended research project. Your description should contain background information about your project, an explanation of your proposed methodology (what you will do and how), and a statement of the goals/predicted outcomes of your project.

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Budget Form

Overview

The budget proposed below includes the only allowable expenses. Any item listed as “other” must be reviewed and approved.

Transportation can include mileage when a college vehicle is not used; a map of the route used is required for mileage reimbursement. Meals are not to exceed \$25.00 per day, receipts must list individual food items, and room service is not approved.

In order to seek reimbursement, you must provide documentation for each expense, so be make sure to collect itemized receipts.

Approved documentation includes: Original, itemized receipts and original bills (not photocopies) from hotels, airlines, etc. Credit card statements, charge slips or photocopies are not adequate support.

Submit Student Reimbursement Form (which will be provided with award notification) and all documentation for reimbursement to the Director of Undergraduate Research no more than 30 days after the expenses are incurred. Late submissions for reimbursement will not be processed.

Each student in the group is eligible for up to \$100 in funding. **The maximum award total is \$2,000.**

Complete Proposed Budget:

	PER STUDENT	TOTAL COSTS
Registration	_____	_____
Lodging	_____	_____
Meals	_____	_____
Transportation	_____	_____
Other	_____	_____
Total	_____	_____
Amount Requested for Group Grant		_____

Budget explanation (delineate expenses as needed and explain any costs noted as “other”)

***I certify that I have read and agree to the above conditions and have filled out the budget and funding information to the best of my ability.**

Signature: _____ Date: _____
(Faculty sponsor)

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Student Applicant Information and Signature Form

Please fill in complete information for each student applicant. An additional applicant information and signature page can be found at the end of this document, use as many copies as necessary.

Each student must read and agree to the following Eligibility and Conditions:

- Each student must be enrolled as a degree-seeking student at Westminster College at the time of the travel and be in good academic standing.
- Each student must have uploaded proof of vaccination to the student health portal (if grant involves travel).
- For conferences the student group must make a presentation or performance.
- Projects must be conducted under the mentorship of Westminster College faculty.
- To receive travel/presentation funding or research funding, a completed Group Grant Application must be submitted and approved prior to any expenditures.
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Student Applicant Information

Total Number of Student Applicants _____

***Signature indicates that the student certifies that they have read and agree to the above conditions**

Name _____

Campus Box # _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Signature: _____ Date: _____
(Student applicant)

Name _____

Campus Box # _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Signature: _____ Date: _____
(Student applicant)

Name _____

Campus Box # _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Signature: _____ Date: _____
(Student applicant)

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Faculty Signature Page

Faculty Sponsor

I am familiar with this group's project, I support these students in receiving this grant and have completed a proposed budget. I have discussed the Undergraduate Research & Arts Celebration with each student, and he/she has agreed to participate.

Faculty Sponsor Name (Print): _____ Department: _____

Signature: _____ Date: _____

(Faculty mentor)

Director of Undergraduate Research Approval

Note: Signature indicates that the proposed project meets previously established standards for student scholarship in this field and is worthy of funding.

Signature: _____ Date: _____

(Director of Undergraduate Research)

Notes (Undergraduate Research Office Use Only)

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Additional Individual Applicant Information and Signature Listing: Use as many copies as needed

Name _____

Campus Box # _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Signature: _____ Date: _____

(Student applicant)

Name _____

Campus Box # _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Signature: _____ Date: _____

(Student applicant)

Name _____

Campus Box # _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Signature: _____ Date: _____

(Student applicant)

Name _____

Campus Box # _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Signature: _____ Date: _____

(Student applicant)

Name _____

Campus Box # _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Signature: _____ Date: _____

(Student applicant)