

# Drinko Center for Undergraduate Research Individual Travel/Presentation Grant: Guidelines

## Overview

The travel grant program is intended to support individual performances and/or presentations of student research at professional conferences in any discipline, including work in visual and performing arts disciplines. Please refer to the group award instead when multiple students will be part of a single presentation or performance.



## Important Information for the 2021-2022 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.

## Eligibility and Conditions

- The student must be enrolled as a degree-seeking student at Westminster College at the time of the conference and be in good academic standing.
- The student must have uploaded proof of vaccination to the student health portal.
- The student must make an individual presentation or performance at the conference.
- Projects must be conducted under the mentorship of Westminster College faculty.
- To receive travel/presentation funding, a completed Travel/Presentation 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.

**\*I certify that I have read and agree to the above conditions**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student applicant)

## Funding Options

Select a funding stream. A student can be awarded up to \$500 per academic year either a single grant or split between two grants.

### \_\_\_\_\_ Travel Grant *only*

A single award of up to \$500 per academic year. *(if selected, student is no longer eligible for a Research grant in the same academic year)*

### \_\_\_\_\_ Travel Grant *and* one Research Grant

Each award will be \$250 per academic year, or split otherwise as needed. *(apply separately for Research Grant)*

## 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.**

- |  |  |
|--|--|
| _____ Signed and completed Guideline Form (this page)  | _____ Budget Form with student signature |
| _____ Applicant and Presentation Information Form  | _____ Faculty Sponsor signature          |
| _____ Verification of acceptance to present/performance from the conference/organization (print or emailed)  |  |
| _____ Uploaded Proof of Vaccination at <a href="https://www.westminster.edu/campus/health/health-center.cfm">https://www.westminster.edu/campus/health/health-center.cfm</a> |  |

## 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 no later than the following Friday (except during college holidays).

### Electronic:

[ugresearch@westminster.edu](mailto:ugresearch@westminster.edu)

Subject line should read:  
Student Last Name: 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.

## Applicant and Presentation Information Form

### Applicant Information:

Name: \_\_\_\_\_

Campus Box #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Major/Degree Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Faculty Research Mentor: \_\_\_\_\_

### Presentation Information:

Name of Conference/Event: \_\_\_\_\_

Conference/Event 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

**Abstract:** (use abstract submitted to conference or compose a 150-250 word abstract describing your work):

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**Budget Form**

**Overview**

The award can cover conference registration, transportation, lodging and food expenses. The Director of Undergraduate Research will review allowable expenses at the time of application. 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 as you go.

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.

**Complete Proposed Budget:**

**Budget explanation** (delineate expenses as needed and explain any costs noted as "other")

Registration \_\_\_\_\_  
Lodging \_\_\_\_\_  
Meals \_\_\_\_\_  
Transportation \_\_\_\_\_  
Other \_\_\_\_\_  
**Total** \_\_\_\_\_

**Amount Requested for Travel Grant** \_\_\_\_\_

(\$250 to \$500 maximum, depending on selected funding stream)

**Additional Funding Sources**

Please list/describe other sources of funding you are seeking for this travel (internal and external to Westminster) including the amount solicited from each source.

**\*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: \_\_\_\_\_  
(Student applicant)

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**Signature Page**

Student Name \_\_\_\_\_

**Faculty Sponsor**

I am familiar with this student's project, know that this work has been accepted for presentation and verify that the presentation forum is appropriate for this work. I support this student in receiving this travel/presentation grant and have reviewed the student's proposed budget, I have discussed the Undergraduate Research & Arts Celebration with this student, and he/she has agreed to participate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Faculty mentor)

**Director of Undergraduate Research Approval**

Note: Signature indicates that the proposed travel/presentation meets standards appropriate for student scholarship in this field and is worthy of funding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Director of Undergraduate Research)

**Notes (Undergraduate Research Office Use Only)**