

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. The travel or research can come from any discipline including work in visual and performing arts disciplines.

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.

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 year of their grant. 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).

_____ Guideline Form (this page)	_____ Budget Form with faculty signature
_____ Presentation/Research Information Form	_____ Faculty Signature page
_____ Student Applicant Information/Signature Form	_____ Verification of acceptance to present/perform (when applicable)

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

Questions?

Contact the Co-Directors of Undergraduate Research (Dr. Karen Resendes and Dr. Pamela Richardson) at the email address above or drop by the Undergraduate Research Office, Patterson Hall 315, during our office hours.

Undergraduate Research Group Travel/Presentation or Research Grants:
Application

Presentation/Research Information Form:

Presentation Information (fill in sections relevant to your grant application):

Name of Conference/Presentation _____

Conference Location _____ Dates of Trip _____

Title of Presentation/Performance _____

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

Abstract (for conference 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.

Undergraduate Research Group Travel/Presentation or Research Grants: Application

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. Meals are not to exceed \$25.00 per day, and room service is never approved.

In order to seek reimbursement, you must provide documentation for each expense, so be make sure to collect 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 Co-Directors 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 Travel 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)

Undergraduate Research Group Travel/Presentation or Research Grants: Application

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.

Funding

The award may cover conference registration, transportation, lodging and food expenses. The Co-Directors of Undergraduate Research will review allowable expenses at the time of application.

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

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.

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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Group Information

Total Number of Student Applicants _____

Individual Applicant Information

***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)

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Application

Faculty Signature Page

Faculty Sponsor

I am familiar with this group's project, know that this work has been accepted for presentation and verify that the presentation forum is appropriate for this work. I support these students in receiving this travel/presentation 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.

Signature: _____ Date: _____
(Faculty mentor)

Approval of Co-Directors of Undergraduate Research

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

Signature: _____ Date: _____
(Co-Director of Undergraduate Research)

Notes (Undergraduate Research Office Use Only)

Undergraduate Research Group Travel/Presentation or Research Grants:
Application

Additional Individual Applicant Information and Signature Listing:

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)