

# Undergraduate Research Travel/Presentation Grant: Guidelines



## Overview

The travel grant program is intended to support performances and/or presentations at professional conferences of student research in any discipline including work in visual and performing arts disciplines (*if applicable please refer to the group travel award when multiple students will be part of a single presentation or performance, which must be filed by the supporting faculty member*).

## 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 make a 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 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.

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

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

## 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.

**\*Please select a funding stream**

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

Each award will be up to \$200 per academic year. (apply separately for Research Grant)

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

A single award of up to \$400 per academic year. (if selected, student is no longer eligible for a Research grant in the same academic year)

## 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).

\_\_\_\_\_ 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/perform from the conference/organization

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

Subject line should read:  
Student Last Name: 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 Travel/Presentation Grant:  
Application

**Applicant and Presentation Information Form**

**Applicant Information:**

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

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

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

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

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

**Presentation Information:**

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 (use abstract submitted to conference or compose a 150-250 word abstract):

# Undergraduate Research Travel/Presentation Grant: 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.

### 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** \_\_\_\_\_

### 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)

Undergraduate Research Travel/Presentation Grant:  
Application

**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)

**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)**