

UNDERGRADUATE RESEARCH TRAVEL FUNDING APPLICATION

PURPOSE

The WSU Undergraduate Research Grant Program is intended to facilitate student research and creative activity in all disciplines, to encourage collaboration between students and faculty on sustained projects of significant educational value to the student, and to enhance the overall undergraduate experience through active engagement in the process of discovering and sharing new knowledge.

Performance/Conference Travel Grants support students who have been invited to perform or to lead the presentation of their independent scholarly work at a professional or scholarly conference. The grants fund travel-related expenses (transportation and lodging only), as well as normal conference registration.

ELIGIBILITY

All currently enrolled students are eligible to apply. Students must work with a WSU faculty or staff member whose role is to serve as a mentor to the project.

PROCESS

Proposals must be written by the students, not the faculty mentors. Using the format found below, prepare a proposal narrative (maximum of 3 pages) with 12 pt font, double-spaced and 1 inch margins. Attach to the proposal a Cover Sheet, a Budget Worksheet, and a signed and completed Mentor Recommendation form.

COVER SHEET

The cover sheet must be signed by the student, the faculty mentor, and the faculty mentor's department chair.

CONFERENCE ACCEPTANCE

Attach proof of conference acceptance.

PROJECT BUDGET & WORKSHEET

Identify the undergraduate research dollars requested for each category listed below, and describe in detail what the expenses in each category entail (retroactive expenses and faculty mentor expenses will NOT be funded). Indicate the total budget requested for this project (a maximum of \$1,000 will be awarded per request).

Attach a Budget Worksheet that identifies all sources of funds that will support this project.

FACULTY MENTOR RECOMMENDATION FORM

Attach a completed and signed Faculty Mentor Recommendation Form

P-CARD APPLICATION FORMS

All University travel must be processed on a P-Card. Fill out the enclosed forms and return them with the application. Follow the instructions carefully to insure that your P-Card is processed in a timely manner.

DEADLINE

There is no set deadline for Travel grants. Proposals will be reviewed upon submission. **Students should submit applications at least eight weeks prior to registration deadline and/or the time they will have to make any reservations.** Submit one copy to the Office of Undergraduate Research (LI 58/MC 2912).

Undergraduate Research Student Volunteer/Assistance Information Form

Students receiving funding in Undergraduate Research, will be required to work 8 hours (or more if you would like) over the course of three days during the National Conference on Undergraduate Research 2012. You will get a free t-shirt at the beginning of the conference and a free USB flash drive at the end of the conference!

National Conference on Undergraduate Research (NCUR 2012) March 29 – 31, 2012

Weber State University

www.weber.edu/ncur2012

We need help in many areas, including but not limited to: Registration desk, gift bag stuffing, IT help desk, greeters, A/V help in classrooms, and many more. Please list below any experience or special skills you have that would be useful to this conference.

This will be a great opportunity to meet faculty from around the nation, represent the student body at Weber State, and network for graduate school!

Student Name (last, first)	Student ID#
Phone	Email
School Address (if different than Home Address)	

I, _____ agree to work 8 hours or more from March 29-31 and get a free t-shirt and USB flash drive!

Student Signature

Date

WSU UNDERGRADUATE RESEARCH TRAVEL GRANT APPLICATION COVER SHEET

Amount Requested: \$ _____ Conference Name: _____
(Do not abbreviate Conference Name)

Travel Dates: _____ Location: _____

Authors of presentation: _____

Student Information

Student Name (last, first)	Student ID#
Phone	Email
Total Number of Credits Completed	Anticipated Graduation (term/year*) <small>(*funds may NOT be spent after graduation)</small>

Project Information

Project Title (10 words or less)	
Faculty Mentor Name (last, first)	Mail Code
College (Weber State is NOT the college)	Department

*Will you be competing for a scholarship, cash award or other types of monetary gain?

___ YES or ___ NO

*If yes, will OUR be reimbursed for travel expenses up to the prize amount should you receive such compensation?

___ YES or ___ NO

Student Signature

Date

Project Mentor Signature

Date

Campus Mail

Phone Ext.

Faculty Mentor Department Chair

Date

Office of Undergraduate USE ONLY:

Director, Office of Undergraduate Research

Date

Amount Awarded: _____

WSU UNDERGRADUATE RESEARCH TRAVEL GRANT APPLICATION BUDGET WORKSHEET

BUDGET ITEM	DEPT. OR COLLEGE FUNDS	OUTSIDE AGENCY FUNDS	PERSONAL FUNDS	PROPOSED OUR FUNDS	GRAND TOTAL
Airfare					
Hotel					
Registration Fee					
Ground Transportation					
Mileage (.36 per mile)					
GRAND TOTAL					

Important Notes:

Retroactive expenses and faculty mentor expenses will NOT be funded!

REQUIREMENT: Print out of information on cost for airfare, hotel, ground transportation and/or registration (if applicable) and attach to this travel grant application. For an example: Print out of Travelocity website of airfare with flight costs. **Travel expenses accrued before grant approval cannot be reimbursed.**

Matching funds are not required but strongly encouraged.

All university travel MUST be processed on a WSU Purchasing Card (student, mentor or department secretary).

The Office of Undergraduate Research will only fund ONE student per project. Exceptions can be made for projects that require more than one student (i.e. musical accompanist).

You may not request money for overnight stays in state conferences within 100 miles of Weber State University.

WSU UNDERGRADUATE RESEARCH TRAVEL GRANT APPLICATION

Body of Proposal

DIRECTIONS: The instructions within each section should be removed and replaced with your proposal text. Do not exceed 4 double-spaced pages. Supporting documents or materials should be included as addenda. Proposals should be written clearly and simply and contain a research question.

PROJECT DESCRIPTION

Identify the project question, goals, objectives and outcomes; incorporate three references that relate to the body of knowledge that is the focus of this project (your college subject librarian can assist you with this).

Describe the product (e.g., a scholarly paper, exhibit or performance) that you will present.

PROJECT BUDGET & WORKSHEET

Identify the undergraduate research dollars requested for each category listed below, and describe in detail what the expenses in each category entail (retroactive expenses and faculty mentor expenses will NOT be funded). Indicate the total budget requested for this project (a maximum of \$1,000 will be awarded per request).

Attach a Budget Worksheet that identifies all sources of funds that will support this project. Provide references for all costs that are estimated (e.g. Airfare could be cited through Travelocity, etc.).

WSU UNDERGRADUATE RESEARCH TRAVEL GRANT APPLICATION FACULTY MENTOR RECOMMENDATION FORM

Student Name (last, first): _____

Project Title: _____

Mentor Directions: After carefully reviewing the proposal and assessing both the viability of this project and the qualifications of the student requesting funding, answer the questions found below. Please expand the sections as necessary (**do not attach separate letter**). If the project involves the use of human subjects or protected animals, be sure the student secures IRB or ACUC approval. If the project receives funding, it is your responsibility to work closely with the student, monitor the ongoing progress of the project and budget, and evaluate the project's results. Failure to do so will jeopardize funding for this project and any future projects.

1. How long and in what capacity have you known this student?
2. Briefly describe the proposed project. Is this part of a larger research project? Is this part of a course? If so, how is the project apart from the nature and scope of activities normally taken for the course (Please attach a copy of your course syllabus)?
3. Give an assessment of the project's significance to the student's discipline and of the project's educational and/or professional benefit to the student.
4. Comment on the qualifications of the student to successfully complete this project, both in terms of the project's scope and its time frame.
5. Comment on the justification and appropriateness of the project budget, including the necessity of a stipend (if requesting one).
6. Describe your role in the project.
7. Include anything else that you think will be helpful to the committee in evaluating this application.

This project ____ DOES ____ DOES NOT require review by the WSU Institutional Review Board for Human Subjects or the WSU Animal Care and Use Committee.

Project Mentor Signature

Date

Campus Mail Code

Phone Extension

**WSU UNDERGRADUATE RESEARCH TRAVEL GRANT APPLICATION
STUDENT P-CARD REQUEST FORM**

MENTOR SECTION:

Project Name: _____

WSU Department: _____

Faculty Mentor Name: _____

I request that the following student: _____

Be issued a WSU Purchasing Card in the amount of \$_____ for travel and purchases. (*Mileage may NOT be put on the p-card.*)

Card should expire on _____

Faculty Mentor Signature

Date

STUDENT SECTION:

Social Security Number: _____

Date of Birth: _____

Password: _____

Student Signature

Date

Please allow at least 2 weeks for the p-card request to be processed. P-Cards have a preset declining balance and expiration date.