



## UNDERGRADUATE STUDENT RESEARCH TRAVEL GRANT APPLICATION

Maximum: \$750

Deadlines: OPEN (April 1 – March 15)  
1 COPY (double-sided preferred)

**Note: Incomplete applications will not be considered for funding  
Only typewritten applications will be accepted**

*Revised: July 2016*

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

Applicant's Signature: \_\_\_\_\_

### APPLICANT INFORMATION

Surname:	Given Name:
Degree Type:	Dept:

At the time of application, are you attending university full time? <i>(only full time students are eligible to apply)</i> ___ Yes      ___ No	Have you applied for this award in the past? ___ Yes      ___ No
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SCHOLARSHIPS AND OTHER AWARDS RECEIVED (start with most recent)		
Name of Award	Location of Tenure	Period held (mm/yy - mm/yy)

### TYPE OF TRAVEL

Conference Travel

Research/Field Work Travel

OTHER INFORMATION	
Current address:	E-mail address:
Project/Paper Title:	Name of faculty supervisor:
___ Approved      ___ Denied      Amount Approved: _____	VP (Research): _____ Date: _____

# TRAVEL

## DETAILED TRAVEL BUDGET

### 1. TRANSPORTATION

Destination	Dates of Travel	Mode of Travel	Source of Quote	Amount Requested
<b>TRANSPORTATION TOTAL</b>				\$

### 2. ACCOMMODATION/SUBSISTENCE – specify specific accommodation and per diem amounts

Location	# of Days	Source of Quote	Amount Requested
<b>ACCOMODATION TOTAL</b>			\$

### 3. OTHER EXPENSES – items should be identified and justified in the *project* description.

Items	Source of Quote	Amount Requested
		\$
		\$
<b>OTHER EXPENSES TOTAL</b>		\$

TOTAL COST OF TRAVEL	\$
Total available from other sources	\$
<b>TOTAL GRANT REQUESTED</b>	\$

1. List other funding sources to which you have applied or may be applying for support of this travel:

2. If attending a conference, are the conference organizers able to provide funds in support of your travel?  Yes  No

If yes, indicate approximate amount and what the funds will support \$\_\_\_\_\_

# TRAVEL

## ATTACHMENTS

### CONFERENCE TRAVEL DETAILS

- Provide conference details through a URL address or 1-2 (max) printed pages
- Precis / abstract of your paper / poster
- Copy of invitation (*if invited*)
- Copy of acceptance (*if submission is accepted*)
- Please describe the importance of this conference in your area of study, and explain how the format of your participation is appropriate for this venue.
- Statement of Supervisor's Support (maximum 1 page)
- Statement of Departmental Support (maximum 1 page)
- Supervisor's six-year publication record and six-year grant/application record

### RESEARCH/FIELD WORK TRAVEL DETAILS

- Description of proposed research project (maximum 2 pages)
- Statement of Supervisor's Support (maximum 1 page)
- Statement of Departmental Support (maximum 1 page)
- Supervisor's six-year publication record and six-year grant/application record

## ETHICS APPROVAL

If research related to your proposed project involves human or animal subjects, your signature below will be interpreted as confirmation that it has been approved by both the departmental ethics committee and the appropriate University ethics committee OR that the process will be completed prior to the undertaking of such research.

STATUS OF ETHICS APPLICATION: (*check one*)

\_\_\_\_\_ Completed

\_\_\_\_\_ In-Process

\_\_\_\_\_ Not-Applicable

Applicant's Signature: \_\_\_\_\_

**No research funds will be released until appropriate ethics vetting has been completed.**