UNDERGRADUATE RESEARCH & CREATIVE ACTIVITY CONFERENCE TRAVEL SUPPORT

The MSU Undergraduate Research & Creative Activity (URCA) travel support funds are available for undergraduate students who have been selected to present research/creative activity at a professional conference or workshop. Funds to support travel are available to undergraduate students who have performed research/creative activity in close collaboration with a research mentor or conducted self-directed research and were supervised by a research mentor.

APPLICATION INFORMATION

1. Applicants must be presenting research or engaging in a creative activity session (e.g. research poster, music master class, oral presentation, etc.).
2. Available funds are meant to defray costs and are not intended to subsidize the entire trip.
3. Applicants must be currently enrolled undergraduate students in good standing at MSU. Consideration will be given on a case by case basis to seniors presenting their work during the semester immediately following graduation.
4. Funding from the URCA Office is contingent upon funding from another MSU unit (i.e. academic department and/or college). Consideration given under special circumstances if no other funding sources are available.
5. The submission and approval of a Travel Request by the university is also required. Another unit must be responsible for assisting the applicant with travel authorization prior to the student’s departure and for processing the student’s reimbursement upon return.
6. URCA travel support requests must be submitted prior to departure and include a completed application and confirmation by the student’s mentor of anticipated presentation or an acceptance letter/email from the conference organizer.
7. Applications will be reviewed on a rolling basis until funds are exhausted. Applicants are encouraged to submit this form as early as possible.
8. All recipients of travel support funds are required to submit a photo that was taken at the conference/workshop to document participation.
9. Submit completed application to:
   Heather Dover, Coordinator for Undergraduate Research
   434 Farm Lane   |   Ernst Bessey Hall, Room 167   |   517-884-1558   |   doverhea@msu.edu

STUDENT & CONFERENCE INFORMATION

Name: ___________________________________________ MSU email: __________________________

Academic College(s) & Major(s): __________________________________________________________

Class standing: ☐Freshman ☐Sophomore ☐Junior ☐Senior ☐Intern (Select Programs with Prior Approval)

Anticipated Semester of Graduation (e.g. Fall 2018): ___________ Honors College member? ☐Yes ☐No

Local Phone Number: __________________________

Research Mentor(s): ___________________________ Mentor(s) Email: __________________________

Mentor Signature and Date: ___________________________________________

Mentor signature confirms the above student has applied for or expects to present at the conference identified below.
(In lieu of mentor signature, an acceptance letter from the conference organizer is also acceptable documentation.)

Conference Name: __________________________________________

Conference Location: __________________________ Conference Dates: __________________________

Presentation/Poster Title: __________________________________________

If this is a group presentation, list names and MSU emails of other undergraduate student co-presenters:

(Please submit applications for group presentations together in one packet or email.)
FUNDING SUMMARY

List funding you may be receiving from other sources. A signature is required even if no funds are available to support this request. Eligibility for Undergraduate Research travel support is dependent upon support from at least one other MSU funding source. Consideration given to special cases if no other funding sources are available. (Attach additional information as necessary.)

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount of Funding</th>
<th>Name (Print)</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Research Mentor or Supervisor</td>
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<td>Department/Unit</td>
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<td>College</td>
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<td>Other (if applicable)</td>
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Total amount requested from Undergraduate Research Office: $______________________________

BUDGET PROPOSAL

Anticipated Conference Expenses

Registration $ _______________________  
Transportation $ _____________________  
Lodging $ ___________________________  
Meals $ _____________________________  
Other (Explain) $ ____________________  

Total $ ______________________________

CONFERENCE TRAVEL CHECK LIST

➢ University Travel Request form submitted by department/college contact person (listed above)
➢ Identify what receipts and documentation will be needed for Expense Report
➢ Travel arrangements are made after Travel Request is approved by the university
➢ Apply for travel support from identified sources: research mentor, department/college, ASMSU, conference organizer, student or professional organizations, etc.
➢ Have a photo taken at the conference/workshop, and save receipts while in travel status
➢ Within 30 days of return (90 days maximum), submit Expense Report to department/college contact person (listed above)
➢ Upon your return, send conference presentation photo to ugrsrch@msu.edu. Your signature below indicates consent for the Office of Undergraduate Research to use this photo for promotional purposes in any media format.

By signing below, I acknowledge that I will not receive a travel reimbursement if: (1) I fail to have a fully submitted and approved Travel Request before departure and (2) I fail to have a fully submitted and routed Expense Report within 90 days of my return.

Signature of Applicant

Date

FISCAL ACCOUNTABILITY

MSU staff person responsible for submitting university travel request and expense report:
(A fiscal officer or administrative assistant is recommended—not your mentor.)

First Name: ________________________________________
Last Name: _________________________________________
Email: ____________________________________________
Phone: ____________________________________________

Signature: _________________________________________