Undergraduate Scholars Travel Award for Conference Presentation and Showcases Trave Grant Application

The URCI travel funds are for both undergraduate students and faculty mentors of undergraduate scholars to travel to a conference/event to present and showcase scholarship.

- This form is to be filled out by the faculty mentors and it serves as the application for the faculty member and the undergraduate scholar.

Guidance regarding travel can be found at: https://www.acu.edu/coronavirus/guidance-for-acu-related-travel/

This grant cycle is valid for travel to conferences from January 1st – May 31st.
Applications are due by **Wednesday, February 7, 2024**.

The Spring grant cycle is valid for travel to conferences from January 1 – May 31, Summer for June 1 – September 30, and Fall for September 1 – February 14. Funding requests made after the application due date will be considered for reimbursement in the following grant cycle if funding is available.

Policy Regarding Early Applications: If the abstract submission deadline for your event/conference precedes the application deadline for the appropriate URCI travel funding cycle (e.g., conference is in March, but abstract submission is due in November), then applicants may apply early (during the preceding funding cycle). Early applications submitted outside of regular funding cycle deadlines will not be considered until the following cycle; funding of early applications is not guaranteed and will be considered on a case-by-case basis.

Grants are for travel for faculty and students that includes ACU undergraduate students who give oral or poster presentations, juried shows or performances at external conferences or competitions.

These grants are for up to $1000 per project. You are allowed to apply for travel grants for more than one project. For any one project, you can decide whether to send one representative student or divide the award and send more than one presenter.

If you receive this grant you will be expected to send pictures of the student presenting to uresearch@acu.edu.

While students are not required to travel with an ACU faculty member to the funded conference, an ACU faculty member must apply on behalf of the student. Any awarded funds will be transferred to a departmental FOAP provided by the faculty member on the budget page. The department then can pay fo

the expenses or reimburse the faculty member or student as appropriate.

Scoring criteria for grant awards can be seen at: https://blogs.acu.edu/uresearch/files/2016/08/student-travel-grant-scoring-criteria-and-weights-2016.pdf

*Undergraduate travel grants may be awarded to students who have graduated in the previous year but are presenting their ACU undergraduate research or creative products following graduation. Students must present during their first year following graduation. Their undergraduate research/creative mentors must apply for the funding; mentors must be ACU faculty members. Funding is not guaranteed and will be considered on a case-by-case basis.

* Indicates required question

1. Email *

_____

2. Faculty Mentor First Name *

_____

3. Faculty Mentor Last Name/Surname *

_____

4. Faculty Mentor Department *

_____

5. Role of Faculty Mentor *

Check all that apply.

☐ Faculty Mentor
☐ Faculty Chaperone (not involved in mentoring any presentations at the event)

Presentation Information

6. Please tell us who is presenting from the selections below. *

    Mark only one oval.

    ( ) Faculty AND Student(s) are presenting

    ( ) Student(s) is presenting, Faculty is attending

    ( ) Faculty is presenting, Students NOT attending but author

    ( ) Other: _____

7. Presentation Title *

    Provide the names of the faculty and student contributors after the presentation's title.
    i.e. Analysis of dish soap in soap operas. Mark Mentor, Jane Smart, Benny Ring, and Sarah Doe

    _____

    _____

    _____

    _____

    _____

8. Project Description *

Please give a description (200–400 words) of the project or presentation so that the interdisciplinary committee evaluating requests will understand the project and its importance. Include a research question or the scholarly/creative motivation guiding your project, name and briefly describe the method(s) by which you explore it, and state the project's relevance to your field and broader communities. Project descriptions are evaluated on the above criteria as well as clarity, thoroughness, originality, and broad appeal. If you have questions, email uresearch@acu.edu. Click here to see sample project descriptions.

9. Student Roles in Presentation *

Indicate which aspects of the project to which undergraduates made significant contributions. If multip undergraduates were involved in one aspect, select all appropriate classifications.

Check all that apply.

	Freshman	Sophomore	Junior	Senior	Graduate who began project as an undergrad	Facult
Project design	☐	☐	☐	☐	☐	☐
Conducting research/creative activity	☐	☐	☐	☐	☐	☐
Preparation of presentation	☐	☐	☐	☐	☐	☐
Presentation at the event	☐	☐	☐	☐	☐	☐

10.   If a student participated in project design, please briefly describe that participation.

_____

_____

_____

_____

_____

11.   Type of presentation *

Mark only one oval.

◯ Oral presentation

◯ Juried art show or juried performance

◯ Poster presentation

◯ Non-juried art show or non-juried performance

◯ Other: _____

12.   Additional comments about Event participation

For example, will any project member have additional duties unrelated to the project at the event?

_____

_____

_____

_____

Event Information

13. **Event Information** *

Describe the event for which you are requesting travel funds. Provide any context that demonstrates t importance to the student's development in research/scholarly study. A link to the event's website is strongly encouraged.

_____

_____

_____

_____

_____

14. **Event Dates** *

i.e. March 3-7

_____

15. **Event Location** *

Country, State/Locality

_____

16. **Event Type** *

Mark only one oval.

◯ International

◯ National

◯ Regional

◯ Texas

Budget

Enter the expected cost for each of the following budget items.

17.   Conference Fees *

_____

18.   Transportation *

_____

19.   Lodging *

_____

20.   Meals *

_____

21.   Other

Indicate any additional items included in the travel budget and their expected cost.

_____

22.   Other Funding Sources *

Provide both the source and amount of additional funding.

_____

23.   Total Budget Amount *

What is the total amount of money you need to present the project?

_____

24.   Total funds requested by the Office of Undergraduate Research *

Should not exceed $1000

_____

25.   Additional comments about the Budget

For example, will any costs be shared with other faculty or students attending the same event but presenting other projects?

_____

_____

_____

_____

_____

26.   Fund and Org to which the funds should be deposited. *

Awarded funds will be transferred to the provided department fund and org. The department then can pay for the expenses or reimburse the faculty mentor as appropriate.

_____

27.   Electronic Signature *

By typing your name you are confirming the information in this application is correct and that you have the approval of your department chair.

_____