UNDERGRADUATE RESEARCH TRAVEL AWARD APPLICATION

Students should complete the application and email the word document to their advisor. The advisor will then add their statement of support for the project. After these steps are completed, the completed application in pdf format can be sent to <u>URProgram@montevallo.edu</u> with the email subject <u>UR Travel Award</u>. If you have any questions, please don't hesitate to ask. Questions can be emailed to <u>tidwellc@montevallo.edu</u> or <u>URProgram@montevallo.edu</u>.

PERSONAL INFORMATION

Name: _____

University ID (M########): _____

Phone: _____   E-mail: _____

Address: _____

RESEARCH INFORMATION

Department: _____

Degree: _____

Research Advisor: _____

Research Discipline: _____

Expected Graduation Date: _____

CONFERENCE INFORMATION

Title of Conference: _____

Location: _____

Beginning Date: _____

Ending Date: _____

Title of Research Paper: _____

OTHER INFORMATION

Have you received an Undergraduate Research Travel Award before? _____

When will you receive confirmation of acceptance of your presentation from the conference organizers?

_____

Will you be applying for any other forms of financial assistance for attending the conference? _____

If so, please describe. _____

_____

_____

_____

The checklist below must be completed by the student.

Items required for application to be complete	Included	
	Yes	**No**
A copy of your conference confirmation or conference application		
A statement about how will presenting your research at this conference benefit you and your educational goals		
An abstract (150-250 words)		
Letter of reference from faculty mentor		
Itemized budget		
A statement regarding how you propose to fund any travel expenses exceeding $500		
Optional: A CV listing educational background, degree status, significant awards or accomplishments, and publications to date, if any.		
Optional: A copy of the paper/poster to be presented.		