

## MICHIGAN STATE UNIVERSITY UNDERGRADUATE RESEARCH OFFICE CONFERENCE TRAVEL SUPPORT

The MSU Undergraduate Research (UR) Office 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. The student must be presenting research or engaging in a creative activity session (e.g. music master class).
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 summer immediately following graduation.
4. Funding from the UR Office is contingent upon financial support from another unit (i.e. research mentor, academic department and/or college). The UR Office will not provide the sole support for conference travel.
5. The college or academic department of the student's research mentor/supervisor is responsible for completing the required MSU travel authorization form prior to the student's departure and processing the student's reimbursement.
6. Requests should include proof of presentation (e.g. an acceptance letter/email) indicating that the student's paper/poster/creative project has been accepted for presentation and this completed application.
7. Applications will be reviewed on a rolling basis. Requests for conference travel support must be submitted 30 days prior to travel.

### STUDENT & CONFERENCE INFORMATION

Name: \_\_\_\_\_ MSU email: \_\_\_\_\_

Academic College(s) & Major(s): \_\_\_\_\_

Class standing:  Freshman  Sophomore  Junior  Senior PID: \_\_\_\_\_

Cumulative G.P.A.: \_\_\_\_\_ Honors College member?  Yes  No

Local Phone Number: \_\_\_\_\_

Research Mentor(s): \_\_\_\_\_ Mentor(s) Email: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Conference Location: \_\_\_\_\_ Conference Dates: \_\_\_\_\_

Presentation/Poster Title: \_\_\_\_\_

**MICHIGAN STATE**  
**UNIVERSITY**

Undergraduate Research

## BUDGET PROPOSAL

### ANTICIPATED CONFERENCE EXPENSES

Registration \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Other (Explain) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Please provide the following information for the contact person within your department or college who has agreed to assist you with travel authorization and reimbursement.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

### FUNDING SUMMARY

List additional funding you may be receiving from other sources. A signature is required from the research mentor/supervisor, department, and college, even if no funds are available to support this request. Honors College students must request funding from the Honors College prior to requesting support from the UR Office. The department or college providing funding must also complete the MSU travel authorization form prior to the student's departure.

	Amount of Funding	Name (Print)	Signature
Research Mentor or Supervisor			
Department/Unit			
College			
Honors College (if applicable)			
Other			

Total amount requested from Undergraduate Research Office: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### Submit Completed Applications to:

Heather Dover, Coordinator for Undergraduate Research  
426 Auditorium Road | 312 Hannah Administration Building  
517-884-1558 | doverhea@msu.edu

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