Student Travel Award
for Conference Presentation
UNIVERSITY OF PUGET SOUND

To be submitted to the University Enrichment Committee,
c/o Associate Dean Sunil Kukreja, Jones 212

Name: ___________________________________ UPSID: ______________

Email Address: ___________________________ Phone: ___________________

Class Standing (# units earned) ______ Faculty Advisor: _______________________

Title of Presentation: _______________________________

Name of Conference: _______________________________

Conference Location: _______________________________

Conference Dates: From: _______________ To: ______________

Total Requested: $ ______________

Did your research involve the use of human participants? Yes______ No_______

- If your research was exempt, please include a statement of exempt approval status from
  your departmental IRB designate as described in this checklist.

- If your research required expedited or full board review, please include a copy of all
  completed and approved IRB materials.

Did your research involve the use of non-human vertebrate animals? Yes ____ No ____

Please include a copy of the IACUC approval letter with this application.

Are you traveling outside of the United States? Yes_______ No_______

If yes, contact Roy Robinson, Director of International Programs, at ext. 3653 to make an
appointment to discuss your travel plans and receive instructions concerning all documents that
must be completed as part of your travel grant application. Please obtain the Director’s
signature below to verify completion of needed documentation.
Name of country, if applicable

- The University of Puget Sound does not support travel to countries currently on the Department of State’s travel warning list and on the Centers for Disease Control’s travel health warning list.

Project Advisor Approval

As the project advisor, I approve this student’s application, including the proposed budget.

_______________________________________________________  ____________________
Project Advisor’s Signature                                      Date

Roy Robinson, Director of International Programs  
(to verify completion of documents for students traveling outside the U.S.)

Attach all application materials and submit one paper copy of the complete application, at least three weeks prior to the beginning of travel to the conference, to the University Enrichment Committee, c/o Associate Dean Sunil Kukreja, Jones 212. Proposals for travel during the academic year will be evaluated as received through April 15 each year.

As the student applicant, I agree to provide the required reports. I understand that failure to do so will result in cancellation of the grant.

If selected for an award, I understand that my name, grant, research title, project proposal, advisor’s name, and academic major may be released to newspapers or individuals in connection with university communications about the summer research program.

_______________________________________________________  ____________________
Student Signature                                      Date

August 2016
Application Guidelines

All materials should be submitted to Associate Dean Sunil Kukreja, CMB 1020, Jones 212, at least three weeks before travel to the conference. Complete applications should include the following items:

1. Application Form with all signatures requested.

2. Project Description (no more than 3 pages), including the following items:
   a. Project Purpose and Background. Discuss the purpose and value of the research in both non-technical as well as formal disciplinary terms. Provide background on the topic, such as its theoretical/historical context in general and within the field, and include citations of directly relevant prior research.
   b. Methods of Study and Findings. Discuss hypotheses or specific questions investigated and methods of analysis or proof applied. Summarize relevant findings.
   c. Role in Presentation. Briefly describe your role in the research project and conference presentation (e.g., co-presenter, poster session).
   d. Relevance to Applicant’s Goals. Briefly describe the value of this travel opportunity to your educational and/or professional goals.
   e. Bibliography.

3. Verification of Paper Acceptance. A copy of the official notification of the paper’s acceptance.

4. Budget. Please prepare a budget. This budget should include a list of all anticipated expenses, an explanation and justification for each expense, and the expected cost of each item. The proposed budget may include support for airfare, ground transportation, car travel (at .54 cents per mile), lodging, food, and conference registration fee. Be sure to identify in the proposed budget all of your anticipated travel expenses, even if this brings the total to more than the maximum $500 that can be awarded.

5. Letter of Support from your faculty project advisor. The letter should address the student’s contribution to the research project and conference presentation and the accuracy and completeness of the proposed budget.

6. If applicable, Travel, IRB and IACUC documentation. If your project requires IRB or IACUC approval, it is your responsibility to submit your protocol in time to be reviewed and approved before the last IRB or IACUC meeting of the semester. Funds may not be released for projects that have not secured committee approval before beginning the project. The approval document must be on file in the Associate Deans’ Office prior to beginning research and data collection.