

Conference and Performance Travel Fund for Students Application for Funding

Please read the proposal guidelines carefully prior to completing the on-line application

Name: _____ **Application Date:** _____

Address: _____ **Phone:** _____

Email: _____

Group Requests: List names of other students seeking funds through this proposal.

Faculty Sponsor: _____

Academic Program: _____

Check one

- Graduate Student
- Undergraduate Student

Title of the Presentation: _____

List of Authors/ Presenters: _____

Name, Location, and Date(s) of the Conference: _____

Indicate the Sources of Funding Requested (check all that apply).

- | | |
|---|------------------------|
| <input type="checkbox"/> Provost's Travel Fund | Amount Requested _____ |
| <input type="checkbox"/> ORSP | Amount Requested _____ |
| <input type="checkbox"/> Department Funding | Amount Requested _____ |
| <input type="checkbox"/> Office of Graduate Studies | Amount Requested _____ |
| <input type="checkbox"/> Dean | Amount Requested _____ |

Total Amount Requested: _____

When/if approved for funding the contact person on your application and the faculty sponsor will be notified. Reimbursements will be handled through your department in collaboration with each individual funding source after submission of conference receipts and student report(s)-see the guidelines for more information.

Attach the following:

- ❑ **Detailed Budget**
- ❑ **Abstract**
- ❑ **Faculty Sponsor Form**

Please be advised that **there is a limited amount of monies available** to support student travel requests. Most applications will not receive full funding and costs saving procedures are encouraged. These procedures would include selecting state and local conferences, applying for discount group rates at hotels in proximity to the conference, and when feasible driving to conference venues as opposed to flying.

Last revised 9/17/07