

UNDERGRADUATE RESEARCH & CREATIVE ACTIVITY CONFERENCE TRAVEL SUPPORT

The MSU Undergraduate Research & Creative Activity (URCA) 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. Applicants must be presenting research or engaging in a creative activity session (e.g. research poster, music master class, oral presentation, etc.).
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 semester immediately following graduation.
4. Funding from the URCA Office is contingent upon funding from another MSU unit (i.e. academic department and/or college). Consideration given under special circumstances if no other funding sources are available.
5. The submission and approval of a [Travel Request](#) by the university is also required. **Another unit must be responsible for assisting the applicant with travel authorization prior to the student's departure and for processing the student's reimbursement upon return.**
6. URCA travel support requests must be submitted prior to departure and include a completed application and confirmation by the student's mentor of anticipated presentation or an acceptance letter/email from the conference organizer.
7. Applications will be reviewed on a rolling basis until funds are exhausted. Applicants are encouraged to submit this form as early as possible.
8. All recipients of travel support funds are required to submit a photo that was taken at the conference/workshop to document participation.
9. **Submit completed application to:**

Heather Dover, Coordinator for Undergraduate Research
434 Farm Lane | Ernst Bessey Hall, Room 167 | 517-884-1558 | doverhea@msu.edu

STUDENT & CONFERENCE INFORMATION

Name: _____ MSU email: _____

Academic College(s) & Major(s): _____

Class standing: Freshman Sophomore Junior Senior Intern (Select Programs with Prior Approval)

Anticipated Semester of Graduation (e.g. Fall 2018): _____ Honors College member? Yes No

Local Phone Number: _____

Research Mentor(s): _____ Mentor(s) Email: _____

Mentor Signature and Date: _____

Mentor signature confirms the above student has applied for or expects to present at the conference identified below.
(In lieu of mentor signature, an acceptance letter from the conference organizer is also acceptable documentation.)

Conference Name: _____

Conference Location: _____ Conference Dates: _____

Presentation/Poster Title: _____

If this is a group presentation, list names and MSU emails of other undergraduate student co-presenters:

(Please submit applications for group presentations together in one packet or email.)

FUNDING SUMMARY

List funding you may be receiving from other sources. A signature is required even if no funds are available to support this request. Eligibility for Undergraduate Research travel support is dependent upon support from at least one other MSU funding source. Consideration given to special cases if no other funding sources are available. (Attach additional information as necessary.)

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

Total amount requested from Undergraduate Research Office: \$ _____

BUDGET PROPOSAL

Anticipated Conference Expenses

Registration \$ _____

Transportation \$ _____

Lodging \$ _____

Meals \$ _____

Other (Explain) \$ _____

Total \$ _____

FISCAL ACCOUNTABILITY

MSU staff person responsible for submitting university travel request and expense report:

(A fiscal officer or administrative assistant is recommended—not your mentor.)

First Name: _____

Last Name: _____

Email: _____

Phone: _____

Signature: _____

CONFERENCE TRAVEL CHECK LIST

- University [Travel Request](#) form submitted by department/college contact person (listed above)
- Identify what receipts and documentation will be needed for Expense Report
- Travel arrangements are made after Travel Request is approved by the university
- Apply for travel support from identified sources: research mentor, department/college, ASMSU, conference organizer, student or professional organizations, etc.
- Have a photo taken at the conference/workshop, and save receipts while in travel status
- Within 30 days of return (90 days maximum), submit [Expense Report](#) to department/college contact person (listed above)
- Upon your return, send conference presentation photo to ugrsrch@msu.edu. Your signature below indicates consent for the Office of Undergraduate Research to use this photo for promotional purposes in any media format.

By signing below, I acknowledge that I will not receive a travel reimbursement if: (1) I fail to have a fully submitted and approved Travel Request before departure and (2) I fail to have a fully submitted and routed Expense Report within 90 days of my return.

Signature of Applicant

Date