

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. 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 semester immediately following graduation.
4. Funding from the URCA Office is contingent upon financial support from another unit (i.e. research mentor, academic department and/or college). The URCA 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 should be submitted at least 30 days prior to travel.

STUDENT & CONFERENCE INFORMATION

Name: _____ MSU email: _____

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

Class standing: Freshman Sophomore Junior Senior PID: _____

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

Local Phone Number: _____

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

Conference Name: _____

Conference Location: _____ Conference Dates: _____

Presentation/Poster Title: _____

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. 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			
Other			

Total amount requested from Undergraduate Research Office: \$ _____

Signature of Applicant Date

Submit Completed Applications to:
Heather Dover, Coordinator for Undergraduate Research
434 Farm Lane | 167 Bessey Hall
517-884-1558 | doverhea@msu.edu