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: ____________________________
BUDGET PROPOSAL

ANTICIPATED CONFERENCE EXPENSES

Registration $__________________
Transportation $__________________
Lodging $__________________
Meals $__________________
Other (Explain) $__________________
Total $__________________

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.

<table>
<thead>
<tr>
<th>Amount of Funding</th>
<th>Name (Print)</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Research Mentor or Supervisor</td>
<td></td>
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<td>Department/Unit</td>
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<tr>
<td>College</td>
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<tr>
<td>Honors College (if applicable)</td>
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<tr>
<td>Other</td>
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</table>

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

Updated 9/19/18