

UNDERGRADUATE RESEARCH TRAVEL SUPPORT

The MSU Undergraduate Research (UR) travel support funds are available through the Undergraduate Research Office for undergraduate students who will travel for undergraduate research projects or have been selected to present research/creative activity at a professional conference or workshop. Funds to support travel are available to undergraduate students whose research/creative activity will be performed/was performed in close collaboration or supervision by a research mentor.

APPLICATION INFORMATION

1. Applicants must be traveling for the purpose of
 - a. Completing a mentored undergraduate research experience or
 - b. 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. This funding will be received in the form of a travel fellowship that will be awarded to the student account. Financial Aid will be apprised of your travel budget and it's resulting increase in your cost of attendance, however, if you have federal financial aid, you may wish to directly contact the Office of Financial Aid to determine the impact this award may have on your financial aid package.
3. Applicants must be currently enrolled undergraduate students in good standing at MSU during the travel.
4. Funding from the UR Office is contingent upon funding from another MSU unit (i.e. academic department and/or college). Funding is limited to \$250 maximum per student per academic year.
5. The college or academic department of the student's project mentor/supervisor is responsible for completing the required MSU travel authorization form prior to the student's departure for the conference/workshop. [Travel Request](#)
6. UR travel support requests must be submitted and accepted prior to departure and include a completed application and confirmation by the student's mentor of anticipated presentation/experience or an acceptance letter/email from the conference organizer.
7. By accepting these funds, the applicant agrees to only use Undergraduate Research Office funding for travel associated with the research/conference listed in this request.
8. Applications will be reviewed on October 9, February 19, and May 7, until funds are exhausted. Applicants are encouraged to submit this form as early as possible.
 - a. NCUR Support: If you are planning to register for NCUR 2027 using this funding, please follow the instructions below and submit your application early. We must have your application by January 15, 2027, which is two weeks ahead of the NCUR early-bird registration deadline.
 - i. You must list Dr. Brian Keas (bkeas@msu.edu) as the MSU Undergraduate Research Campus Coordinator and use your MSU email on your NCUR application if you are requesting this funding for the conference. We will contact you with funding opportunities if you are selected to participate in these events.
9. All recipients of travel support funds are required to submit a conference program and photo that was taken at the research experience or conference/workshop to document participation.
10. **Submit completed application to:**
Undergraduate Research Office
642 Red Cedar Rd. | STEM Building Rm. 2103 | 517-884-4384 | ugrsrch@msu.edu

STUDENT & EXPERIENCE INFORMATION

Name: _____ MSU email: _____

PID: _____

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

Class standing: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Anticipated Semester of Graduation (e.g. Fall 2028): _____ 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.)

I am requesting these funds to ☐ present at a conference (complete Section 1)
☐ travel to complete an undergraduate research experience (complete Section 2)

Section 1: Conference Presentation

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.)

*** Continue to next page to complete the application.

Section 2: Travel to Complete an Undergraduate Research Experience

Mentor Name: _____

Experience Location: _____ Experience Dates: _____

Project Title: _____

*** Continue to next page to complete the application.

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.

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 Expenses

Registration \$ _____

Transportation \$ _____

Lodging \$ _____

Meals \$ _____

Other (Explain) \$ _____

Total \$ _____

FISCAL ACCOUNTABILITY

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

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

First Name: _____

Last Name: _____

Email: _____

Phone: _____

Signature: _____

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 experience or conference/workshop, and save receipts while in travel status
- Within 30 days of return, submit [Expense Report](#) to department/college contact person (listed above)
- Upon your return, send experience or conference presentation photo to ugrsrch@msu.edu. Your signature below indicates consent for the Undergraduate Research Office to use this photo for promotional purposes in any media format in perpetuity.

By signing below, I acknowledge that I will not receive funding 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 30 days of my return.

Signature of Applicant

Date