



## CSURF Undergraduate Travel Awards:

Administered by CSURF & the Honors Scholars College

### **Purpose:**

The purpose of these awards is to encourage scholarship among undergraduate students at UNCW. Undergraduate students may apply for funds to assist with travel to professional conferences. Individuals are eligible for only one award per academic year, regardless of amount of award.

### **Award Amount and Limitations:**

- Awards up to \$1,000 (reimbursed expenses)
- Reimbursements offered for registration, travel expenses, hotel expenses (for SHARED rooms), and meals (per diem).
- Students may request meal reimbursements up to the per diem rates established by the University (<https://uncw.edu/travel/nonemployees/meals.html>) and may not request reimbursement for meals that are included as part of the registration fees.
- Membership fees and optional workshops are not reimbursable.
- Funds received for travel reimbursement may be taxable and reportable on your Form 1098-T.
- Undergraduate students receiving awards must be “on the program” – that is, an author of the research being presented. Documentation of presentation acceptance is required as part of this application.
- Student must be enrolled in a class for which the conference presentation is required during the dates of the travel.
- The student is expected to present the research at a UNCW Showcase of Student Research and Creativity (either fall or spring), an event that is open to the entire university.
- All students must have a faculty sponsor, and faculty members must accompany students receiving awards for travel to professional conferences.
- Individuals are eligible for one award per academic year, regardless of amount of award. Funds are allotted for entire academic year - requests will be reviewed until funds are exhausted, **so students planning on spring conference travel should submit applications as soon as possible to ensure availability of funds**. All reimbursements will be processed through the Honors office, but travel forms must originate in the home departments. See your departmental office about necessary travel forms before traveling. Applicants must retain all appropriate receipts for reimbursement.

### **What you need to do:**

1. Complete this application and return it to the Honors office (2<sup>nd</sup> floor, Randall Library).
2. Honors office will email you, your faculty sponsor, and department chair with award amount.
3. You must complete all necessary travel paperwork (see your department office) BEFORE traveling.
4. Travel to the conference. Make sure to keep all receipts for plane tickets, registration, and hotel.
5. Complete travel reimbursement with your department immediately upon return to UNCW after travel. Coordinate with Honors for account to charge.
6. Receive check for reimbursement.
7. Complete travel reflection and submit your work to either the fall or spring Showcase.

## Application for UNCW Undergraduate Research & Travel Awards

Today's Date:

Dates of Travel:

Name of Conference/Meeting:

Location of Conference/Meeting:

Name:

FIRST

MIDDLE

LAST

Student ID #:

Email:

Phone:

Department/Major:

Faculty Mentor/Sponsor:

Amount Requested:

Are you enrolled in:  DIS (491)  Departmental Honors (499)  Other (Specify):

Are you an employee of UNCW?  Yes  No

**Department Contact (Administrative Associate in charge of travel):**

Email:

### **Attachments that must accompany this application**

- Student: Describe the purpose of the request and identify how it relates to the student's scholarly development.
- **Student: Attach an abstract of the presentation and notice of acceptance for the presentation, and the name of the meeting.**
- Student: Attach a list of the expenses you expect to incur (registration, travel, and hotel). Please see your faculty sponsor or departmental administrative associate to help you with this. Please be as cost efficient as possible when applying for funds (e.g. sharing rooms, carpools, etc.).
- Faculty member: Fill out the accompanying endorsement memo (pg. 3) indicating that
  - the travel is a requirement for the course associated with the research travel
  - the student is/will be enrolled in the class for which the travel is required when the conference travel takes place
  - the student is author or co-author of a presentation at the conference
  - that you (or a designated faculty member) will be accompanying the student to the conference
- If the student is employed by UNCW, the student may also need to complete a travel authorization request, indicating the expenses that will be incurred and how they relate to the employment position.

## Endorsement Memo for Faculty Member

**Student's Name:**

**Course Enrolled:**

**Semester/Year Enrolled:**

**Title of Presentation/Poster:**

**Conference Name and Location:**

The student is required to disseminate their research/scholarly findings in an appropriate professional venue during the semester of enrollment as a requirement for the class.\*\* As an author or co-author on the above presentation/poster, this student is required to travel with me. I will be attending the conference with the student. The undergraduate student presentation at this professional meeting directly benefits UNCW by showcasing the university's leadership and proficiency in training undergraduate students as junior professionals, and underscore UNCW's focus on the collaboration of students and faculty in research and scholarship. Furthermore, the student will present the research at one of the UNCW Student Research Showcases that are open to all faculty, students and staff.

Faculty Sponsor:

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Signature

Department Chair:

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Signature

\*\* Attention: If your student is not enrolled in the class during the same semester as the conference/meeting, you need to contact Dr. Grove at [groven@uncw.edu](mailto:groven@uncw.edu).

(FOR HONORS USE ONLY)

Award Amount: \_\_\_\_\_

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: Department of \_\_\_\_\_