

College of Arts and Sciences
Application Form - Undergraduate Day Student
Dean's Research Travel Award

Name: _____ Student ID #: _____ Email: _____

Major: _____ GPA: _____ Class year: _____

Date(s) of Conference: _____ Location of Conference: _____

Name of Conference: _____

1. Is this the "national meeting," or equivalent, of your discipline? YES NO

2. Please describe your role at the meeting, including poster or paper title, and **attach research abstract**.

Has your research been formally accepted for presentation at the conference? YES NO

If so, please attach proof of acceptance. If not, when will you be notified? _____

3. Estimated costs:

Travel: _____ Meals: _____ Lodging: _____ Registration: _____ **TOTAL:** _____

4. OTHER FUNDING SOURCES AVAILABLE TO STUDENT:

Source: _____ Amount: _____

Source: _____ Amount: _____

NOTE: Support available from the Dean's Office is **up to** \$250 per student per fiscal year.

5. Signature of Research Mentor assumes additional responsibility of mentoring the student with the process of conference attendance and chaperoning the student. If another faculty member will be assuming any of these duties, please indicate her/his name and how s/he will support the student. Chair/Program Director signature and student signature are also required.

Research Mentor's Name: _____ Signature: _____

Other Responsible Faculty & Role: _____ Signature: _____

Chair/Program Director's Name: _____ Signature: _____

Awards are issued to students in the form of a check. By signing below, student assumes responsibility for providing documentation of attendance within 14 days of the end of the conference. (Normally, a copy of a paid hotel bill will suffice.) Please submit this documentation to Donna Mandery, 113 Barbelin Hall. If student does not attend conference, all monies awarded must be returned to the university, whether or not expenses have been incurred.

Student's Signature: _____ Date: _____

Student should also fill out Section 6 on Page 2 of this form, then give to Mentor, who fills out Section 7 and submits all via email scan to Donna Mandery (dmandery@sju.edu).

See webpage at <http://www.sju.edu/int/academics/cas/dean/> for other important information.

