

# FINAL CHECKLIST

College of Science and Health

## TRAVEL & SUPPLIES GRANTS FOR STUDENT RESEARCHERS

Before submitting your application, please use the following checklist to ensure that it conforms to our instructions and program guidelines. Applications that do not conform will be returned to the principal student author for correction. This could result in lengthy delays before consideration and evaluation of your proposal. If you have any questions, please contact the [Committee Chair](#) for clarification.

### TYPE B - TRAVEL

- Application Cover Sheet (with Principal Student Author and Faculty Mentor signatures).
- Abstract (official abstract submitted to the conference or symposium).
- Narrative ( $\leq 2$  pages, double-spaced, one inch margins, 12 point type).
- A list of other presentations of work from this project.
- Meeting Information.
- Itemized Travel Budget Sheet (**total request for a proposal shall not exceed \$500 per student/team**).
- Faculty endorsement ( $\leq 2$  pages, single-spaced, one inch margins, 12 point type).
- Faculty mentor must check each student's eligibility for a grant award (undergraduate currently enrolled as a full-time student at UW-L with a cumulative GPA  $> 2.5$  and majoring in one of the Science and Health disciplines).
- Email applications to [csh@uwlax.edu](mailto:csh@uwlax.edu).

Students who are awarded a Travel grant will be required to present the results of their research at the UW-L Undergraduate Research Symposium of the awarding year. Graduating seniors unable to return to present their research may arrange for their work to be presented by their faculty mentor, or a student continuing the project.

Students may apply for up to \$1,000 per academic year (\$500 Supplies and \$500 Travel) and up to \$500 per summer (Supplies or Travel). Total grants to a faculty mentor (research group) are limited to \$1,500/year for supplies and \$2,000/year for travel.



UW-L CSH  
TRAVEL AND SUPPLIES GRANTS FOR STUDENTS

**TRAVEL GRANT APPLICATION**  
**Budget Form**

Name: \_\_\_\_\_

Project Title \_\_\_\_\_

Conference Title: \_\_\_\_\_

Destination/Dates of travel: \_\_\_\_\_

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**Travel to the Conference:**

Car: \$0.19/mi x \_\_\_\_\_ mi Shared among \_\_\_\_\_ Students = \$ \_\_\_\_\_

Airfare: \_\_\_\_\_ \$ \_\_\_\_\_

Other: (explain) \_\_\_\_\_ \$ \_\_\_\_\_

**Conference Fees:**

Registration \_\_\_\_\_ \$ \_\_\_\_\_

Other: (explain) \_\_\_\_\_ \$ \_\_\_\_\_

**Lodging:** Students are eligible for funding for their portion of the room. To calculate the eligible portion, divide the total cost for the number of nights by the number of students sharing the room.

Room \$ \_\_\_\_\_ /night x \_\_\_\_\_ nights = \_\_\_\_\_  
Shared among \_\_\_\_\_ Students = \$ \_\_\_\_\_

Other: (explain) \_\_\_\_\_ \$ \_\_\_\_\_

**Other Costs (explain below)** \$ \_\_\_\_\_

**Total Cost:** \$ \_\_\_\_\_

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Please explain any unusual costs or circumstances. If the total cost is greater than \$500, indicate where the balance of the funding will come from (your host department, advisor, yourself, etc.).