

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 (≤ 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 (≤ 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.

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 no more than \$500 Supplies and \$1000 Travel per academic year and up to \$500 per summer for Supplies and \$1000 for Travel. Total grants to a faculty mentor (research group) are limited to \$1,500/year for supplies and \$2,000/year for travel.

UNIVERSITY OF WISCONSIN - LA CROSSE
COLLEGE OF SCIENCE AND HEALTH

TRAVEL & SUPPLIES GRANTS
For Student Researchers

Date: _____ Total funds requested \$ _____

Term for which funds are requested: 20 _____ Fall Type of Grant: _____
20 _____ Spring **Type A: Supplies** _____
20 _____ Summer **Type B: Travel** _____

Project Title _____

Conference Title (Travel Grants): _____

Destination/Dates of travel: _____

Principle Student Author:

Print/type name: _____ Student ID: _____
Local address: _____ Local phone: _____
Signature: _____ E-mail: _____

Other Student Authors:

Print/type name: _____ Student ID: _____
Local address: _____ Local phone: _____
Signature: _____ E-mail: _____

Print/type name: _____ Student ID: _____
Local address: _____ Local phone: _____
Signature: _____ E-mail: _____

Faculty mentor 1:

Name: _____ Department: _____
Signature: _____ E-mail address: _____

Faculty mentor 2:

Name: _____ Department: _____
Signature: _____ E-mail address: _____

(For office use only)

Eligibility check for students:

	1	2	3
Enrolled?	_____	_____	_____
SAH major	_____	_____	_____
GPA > 2.5	_____	_____	_____
Previous reports on file	_____	_____	_____

Committee action:

Approval: _____ Denial: _____ Date: _____ Amount: _____

Dean's action:

Approval: _____ Denial: _____ Date: _____

UW-L CSH
TRAVEL AND SUPPLIES GRANTS FOR STUDENTS

TRAVEL GRANT APPLICATION
Budget Form

Name: _____

Project Title _____

Conference Title: _____

Destination/Dates of travel: _____

Travel to the Conference:

Car: \$0.36/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: \$

Please explain any unusual costs or circumstances. If the total cost is greater than \$1000, indicate where the balance of the funding will come from (your host department, advisor, yourself, etc.).