**USP Travel Grant Application**

USP travel guidelines have recently been updated! For more details, visit [www.montana.edu/usp/travel.php](http://www.montana.edu/usp/travel.php)

Office Use Only

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

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

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

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

***Overview:*** Undergraduate students who have been accepted to present research or creative projects at academic and professional conferences are eligible to apply for up to $500 in travel support through the Undergraduate Scholars Program to help offset costs of conference-related travel. Any travel funding awarded by USP will be transferred to the student’s home or research department to ensure that funding is disbursed in accordance with department and university policies.

***Instructions:*** Please fill out all sections of this form completely and return to the USP Office (130-J Gaines Hall) by the appropriate term deadline outlined on the USP website ([www.montana.edu/usp/travel.php](http://www.montana.edu/usp/travel.php)). USP requires that all students applying for travel funding do so under the guidance and supervision of a faculty mentor. Your faculty mentor/sponsor must complete and sign Section E. prior to submission.

**A. Student Information**

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| **Name:**  | **Date:**  |
| **Hometown** | **Mailing Address:**  |
| **Email:**  |
| **Phone:**  |
| **Major:**  | **Expected Graduation Date:** Term: Fall [ ]  Spring [ ]  Summer [ ]  Year: 20\_\_\_\_\_\_ |
| **Year in School**\***:** Freshman [ ]  Sophomore [ ]  Junior [ ]  Senior [ ]  \*Graduate students are not eligible to receive funding through USP.  |
| **Are you, or will you be enrolled as a full-time**\* **undergraduate student during the term of your travel?** Yes [ ]  No [ ]  \*Students must be enrolled as full-time undergraduates at MSU at the time of travel. Students traveling during the summer do not have to be enrolled in summer classes if enrolled full-time the semesters preceding and following that summer term. **If no, please explain:**  |
| **Was your project funded by:** USP[ ]  INBRE [ ]  Other MSU Program [ ]  Mentor-funded [ ]  (check all that apply)**If funded by USP/INBRE, what was the most recent academic term in which you received funding for your project?** Year: 20\_\_\_ Term: Fall [ ]  Spring [ ]  Summer [ ] **USP often highlights student research and travel awards on its website. If awarded funding, do you give USP permission to include information about your travel award on the website or other USP materials?** Yes [ ]  No [ ]  |

**B. Conference Information**

|  |  |
| --- | --- |
| **Name of Conference/Meeting:**  | **Location of Conference:** **Dates of Conference:**  |
| **Will you be presenting or co-presenting at the meeting?** Yes [ ]  No [ ] **If YES, please attach a copy of your abstract and confirmation of acceptance.** **If NO, please attach a one page justification of your purpose for attending.**\* \*Funding is typically only awarded to students presenting or co-presenting research at a conference. In exceptional cases, funding for non-presenters may be  awarded at the discretion of the Program Director.  |

**C. Travel Justification/Explanation**

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| **Briefly describe the purpose of your travel and how it will advance your academic or professional goals:**  |

**D. Budget & Travel Information**

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| **USP Travel Grants provide up to $500. Will you be applying for additional travel funding from another source?** Yes [ ]  No [ ]  \*Students applying for supplemental funding will not be at a disadvantage for receiving USP funding. Seeking supplemental funding is encouraged. This information is collected to help USP coordinate funding appropriately with other programs/depts. |
| **If YES, please check all that apply:** **[ ]  Academic College** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[ ]  Academic Dept. or Research Center** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  **Faculty mentor** [ ]  **Off-campus sponsor(s)** [ ]  **Other** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Estimated Travel Expenses:**

|  |  |
| --- | --- |
| **Expense** | **Estimated Cost** |
| **Registration Fees (if applicable):** |  |
| **Transportation (airfare, rental car, or mileage)**(check current mileage rates at <http://www2.montana.edu/policy/business_manual/bus500.html>) |  |
| **Lodging (# of nights x cost per night):** |  |
| **Meals (do not include meals covered by your conference registration fee):**(check current *per diem* rates at <http://www2.montana.edu/policy/business_manual/bus500.html>) |  |
| **Other (airport shuttle, cab, etc):** |  |
| **TOTAL Estimated Expenses**\***:**  |  |

**\*** Please outline all travel expenses, even if they exceed the $500 maximum provided by USP**.** |

**E. Mentor Information (to be filled out by faculty mentor or sponsor)**

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| --- | --- |
| **Name:** | **Email:** |
| **Department:** | **Academic College:** | **Phone Number:** |
| **Briefly describe your role in mentoring the student’s research project and/or sponsoring this travel:**  |
| **Are you a co-author on the presentation? Yes [ ]  No [ ]** **Will you be travelling with the student? Yes [ ]  No [ ]** **If NO, will the student be accompanied by an MSU employee or graduate student? Yes [ ]  No [ ]**  |
| **Please briefly comment on the student’s preparation and ability to successfully participate in the trip:**  |
| **If awarded a travel grant, USP will transfer funding to your department for disbursement. Please list the following departmental contacts with whom we should coordinate the transfer and related approvals.**

|  |  |
| --- | --- |
| **Department Accountant Name:**  | **Accountant Phone:**  |
| **Accountant Email:**  |
|  |
| **Department Head Name:**  | **Department Head Phone:**  |
| **Department Email:** |

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| **By signing, I indicate that I have reviewed and approve the student’s conference abstract, travel budget and justification. I agree to work with the applicant to ensure that the research/creative project will meet the professional standards of Montana State University and of my discipline.** **As the faculty mentor/sponsor/supervisor for this student travel, I agree to provide assistance in assuring that the student complies with departmental and university travel requirements.** |
| **Signature:**  | **Date:** |