

# College of Social and Behavioral Sciences

## Undergraduate Travel Award

### Guidelines

This award, up to \$500 (but not to exceed total expenses) supports the presentation of papers and projects by undergraduate students in the College of Social and Behavioral Sciences at professional conferences. The student must be an author of the paper or poster that is presented and his or her name must appear on the official program. The presentation must be a part of the student's degree program and undertaken with CSBS faculty members as sponsors/mentors. Students must also apply for travel support from the Intercollegiate Academics Fund (<https://provost.uni.edu/IAF/travel-fund-guidelines-and-application>). All awards must be expended by June 30, with each fiscal year allocation clearly indicated. Reimbursement from all university sources cannot exceed total eligible expenses.

#### **Please attach to the application cover sheet:**

1. A one- to two-page abstract of your conference presentation.
2. Proof of acceptance
3. An itemized budget, specifying the exact amount required for each expense category, along with supporting documents detailing those costs: indicate mileage and calculate mileage reimbursement (please note that the current mileage reimbursement rate is \$0.268 per mile; provide a print out (and highlight the appropriate line) of the in-state or out-of-state automobile mileage at <https://obo.uni.edu/accounts-payable/travel-guidelines#transportation> (scroll down the page to Mileage Reimbursement Rates); a printout from an on-line store if you are purchasing supplies; a printout of the conference website information for registration costs and the hotel conference rate; and a printout of the webpage for airfare estimates.
4. If your research involved human participants, you must include a copy of the letter of approval from the Institutional Review Board.

#### **Please remember that:**

1. Successful applicants are generally required to present their findings at the CSBS Research conference held each spring at UNI.
2. No more than \$50 will be allowed for presentation expenses (e.g., poster construction, handouts).
3. Funding is usually not given for single rooms; students traveling alone are eligible for half of their total room costs.
4. Meals are not covered.
5. Usually funds will be given for attendance at only one conference.
6. Applicants are required to seek funding for travel from the Intercollegiate Academic Fund (IAF). The total amount of the CSBS award will be reduced by the amount awarded by IAF.

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## Cover Sheet

Please deliver a typed and signed copy of this application cover sheet and the supporting materials to CSBS UG Travel Award, Sabin 319, Mail Code 0403.

**Name of Applicant:**

**Date:**

**Student ID Number:**

**Campus Address:**

**Phone:**

**Permanent Address:**

**Phone:**

**Email Address:**

**Faculty Supervisor:**

**Department:**

**Title of Project:**

**Describe your role in this project.**

**Date and location of conference or competition:**

**Amount requested:**

**Date of application for Intercollegiate Academic Fund (IAF)? (Please provide evidence of funding, if available.)**

**Other funding sources, date applied for, and outcome of application:**

Have you attached your Human Participants Approval letter from the IRB?

List other attached supporting documents as outlined in the Proposal Guidelines.

**We certify that the applicant has made a significant or original contribution to the project for which he or she is requesting travel funds.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_