

# Application Form: Student Travel Award

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*What is it?* A program to assist in the funding of student travel for the purposes of research. **Maximum amount of funds requested per student per academic year will be \$500.**

In order to be considered for these awards, students must include ALL the following:

- 1) A completed application form, 2) A full abstract for presentation at a professional meeting, 3) an acceptance letter or e-mail certifying that you will be on the program, 4) A completed Student Travel Award Budget Form available at (<https://www.westga.edu/academics/research/our/assets/docs/Student-Travel-Award-Budget-Form.pdf>)
- 5) or Receipts from travel already completed along with documentation 1-4 above.

*Who qualifies?* All undergraduate and graduate students in good standing that pay student activity fees.

*What is the deadline?* **October 14, 2016, February 17, 2017, April 14, 2017**

*How are students selected?* The Undergraduate Research Committee will select proposals based on the merit of research and benefit to the student. Students who are awarded funds are encouraged to supply photos from their conference experience, and/or be available for photographs for publicity. This material may be made public on the Office of Undergraduate Research Website.

**Note: If approved, all travel reimbursement materials, receipts, etc., need to be submitted no later than two weeks after completion of travel.**

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Name: \_\_\_\_\_ Student I.D.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Classification:      Freshman      Sophomore      Junior      Senior      Graduate

Major: \_\_\_\_\_

Are you a member of the Honors College?      YES      NO

Are you employed through the Student Research Assistance Program (SRAP)?      YES      NO

Name of Faculty Sponsor: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

What other sources of funding have you applied for? (circle relevant sources)      Academic Department      /      SRAP  
Dean's Office      /      Honors College

Dates of travel: \_\_\_\_\_

Destination of travel: \_\_\_\_\_

Have you received and used funding from this Travel Award in the past?      YES      NO

List semester, year and amount of the last Travel Award: \_\_\_\_\_

Have you presented this research at any other conferences?      YES      NO

If so, where and when? \_\_\_\_\_

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Please provide a one-paragraph explanation of how you think this conference presentation will be beneficial to you:

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**Signatures Required**

Student \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Department \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed application packet to the Office of Undergraduate Research located in the Honors House.**