

Guidelines for Undergraduate Travel Funding Application

1. Purpose

The purpose of this funding initiative is to help support undergraduate student travel for presenting undergraduate research at conferences so that creative, original works will be disseminated in the larger community. Priority will be given based on the scholarly significance of the work. In addition, preference will be given to first-time applicants and applicants from departments which have been underrepresented in the past two years.

2. Definition of Undergraduate Research

The Council on Undergraduate Research (CUR) defines undergraduate research (UR) as “An inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline” (CUR 2016). This definition includes undergraduate research in a scientific environment as well as endeavors that are creative and original in nature, such as the writing of a play or composing of a song. In order for work (inquiry or investigation) to be considered undergraduate research for the purposes of this application for funding for student travel, the Undergraduate Research and Creative Activities Committee has four specifications.

1. The work must be original in nature. That is, the activity has not been done previously by another individual or group of individuals.
2. The work must be intellectual (sometimes academics call this ‘academic’) *or* creative in nature.
3. The work must make a contribution to the student(s)’ field.
4. The work must be mentored by a Lee University faculty member (or a faculty member from another university or a qualified professional in the field of research).

Additionally, UR, as referenced in this document and for the purposes of funding for undergraduate travel funding, is not research for the faculty member. While there may be some overlap with the faculty member’s research and the student(s)’ research, it is the conviction of the Undergraduate Research and Creative Activity Committee that UR for the faculty member is a pedagogy.

3. Expenses

The committee will prioritize funding of expenses that are specific and essential to conference travel to present undergraduate research. Clearly itemized and justified expenses are necessary to be considered for funding. Expenses may include conference registration fees, lodging, and travel by vehicle or airline. Please make every effort to reduce and share expenses, such as renting a university van rather than taking personal vehicles. When necessary, current Lee University per diem rates apply for mileage, which is indicated in the Student Travel Expense form.

4. Application Process

Please complete the attached Undergraduate Travel Funding Application:

- Hand-written applications will not be accepted.
- Each application should have a recommendation from a faculty member in order to be seriously considered. The faculty member may accomplish this by filling in the box on the form or attaching a letter.
- If more than one undergraduate student is applying to travel and present at the same meeting, each student must fill out a funding request application (completing Sections

I, II, and IV), submit them to the recommending faculty, and the recommending faculty should email the combined forms ***simultaneously*** with sections III and V completed for the group. In this case, one letter of support from the faculty member for all students will suffice, and this letter should address budget-saving measures taken (such as sharing of hotel rooms, renting of a university van, etc.) *Any documents not submitted together for the same project will not be considered for funding.*

- It is also acceptable for students to combine section II, if there are multiple authors on the same presentation.

5. Reporting

You must turn in receipts and Student Travel Expense form for expenses within 2 weeks of travel completion to the Administrative Assistant to the Vice President for Academic Affairs. You must submit a project summary (<500 words) to the mentoring faculty member as well as the URCA committee chair describing the presentation of your work and overall experience at the conference within 2 weeks of completion of travel. The mentoring faculty member will then share this summary with the office of Public Relations.

Undergraduate Travel Funding Application

This form must be completed by the undergraduate student requesting funds for travel, signed by the faculty member recommending the student for travel, and submitted by the recommending faculty member to urca@leeuniversity.edu.

Please type your information in this document. Hand-written applications will not be accepted.

I. Personal Information:

Name:	_____	Date:	_____
SID #:	_____	Phone:	_____
Email:	_____	Classification:	_____

Circle One: Senior, Junior,
Sophomore, Freshman

II. Meeting/Conference Information:

Please check the appropriate box in each line below.

_____ Professional Meeting _____ Undergraduate only meeting

_____ International _____ National _____ Regional _____ Local _____ Other*

*If your answer to the above question was "Other," please explain here:

Title of Meeting: _____

Location of Meeting: _____ Dates: _____

Have you submitted an abstract to present at this meeting? Yes No

Have you been accepted to present at this meeting? Yes No

Title of your work: _____

Provide a description of your work and its disciplinary significance (using 250 words or less):

Provide a brief description of your contribution to this work, as well as the contribution of other collaborators (if applicable). For each collaborator listed, describe their contributions, and quantify as best as possible each collaborator's percentage of contribution to the project. (Your percentages should add up to 100%.)

Provide a brief description of the meeting, including if the meeting is sponsored by a professional society:

III. Budget Information:

Please provide an itemized budget below.

	Cost
Conference registration fee	\$0.00
Lodging	\$0.00
Transportation	\$0.00
Other expenses	\$0.00
TOTAL COST OF TRIP	\$0.00

Have you applied for funding from a source external to this application? Yes No

Did you receive funding from a source external to this application? Yes No

V. Faculty Recommendation:

I am recommending the undergraduate student for the travel and presentation of this work as described in this document. I attest that this student has made a significant original contribution to the work being presented at this meeting. I recommend this student for funding on the basis of scholarship, ethics, and behavior.

(Faculty Signature)

(Date)

Faculty Comments: (Please comment briefly on your support of this student.)

For URCA committee use only:

Funded: Full Partial Denied

Amount Recommended to Vice President for Academic Affairs:

\$

(URCA Faculty Chair Signature)

(Date)