

To support the research/creative endeavor conducted/generated by our undergraduate students, Butler University has established the Travel-to-Present grant to help defray costs of traveling to a conference to share the outcomes of student research/creative endeavor with others. Any full-time Butler University student who has not yet earned a baccalaureate or PharmD degree is eligible to apply for a Travel to Present grant.

All grant applications are reviewed by the Program for Undergraduate Research (PUR) Committee. The committee is comprised of faculty members representing all six Butler colleges and the Director of Undergraduate Research & Prestigious Scholarships. The PUR Committee prioritizes competitively selected presentations over other types of presentations. If the applicant's presentation was not competitively selected, then the faculty sponsor is required to submit a letter of support explaining why a non-refereed and/or poster presentation is a worthwhile, professional endeavor for the student.

The maximum award each applicant may receive is \$500.00, and students are eligible to receive only one Travel-to-Present grant during their tenure at Butler. If a department has multiple students attending the same conference, the PUR Committee will only review a maximum of **five (5)** proposals, with the maximum award being \$1500.00 per conference. If more than five students are accepted to present at the same conference, then the sponsoring department must select the top five applications to forward to the PUR Committee for review.

Students are responsible for obtaining receipts for all expenses pertaining to reimbursement. The expenditure of funds requires adherence to Butler University's Business Office Policies and fiscal regulations, whose regulations adhere to IRS regulations.

Format: All responses, with the exception of signatures, must be typed. Once the application form has been completed, applicants will print out the grant application, secure the proper signatures, scan the application and receipts and save as **one (1) PDF document**, and e-mail the application to chase@butler.edu. Applications not submitted as one PDF document will be returned to applicants to be resubmitted in the correct format.

Deadline: The proposal should be submitted on the first of the month, at least one month prior to planned travel. Preference will be given to applications received at least one month prior to the conference.

Please allow up to six weeks for approval.



TRAVEL-TO-PRESENT GRANT APPLICATION

All responses must be typed.

Today's Date:

Name:

E-mail Address:

Phone:

Local Address:

College:

Department/Program:

Organization Sponsoring Conference:

Dates of Travel:

Travel Destination:

Title of Presentation:

Type of Presentation:

Was Presentation Competitive Selected?

Have you already earned a Bachelor's or PharmD degree?

Note:

Students who have already earned a Bachelor's or PharmD degree are not eligible to apply for funding from PUR.

Provide an abstract of your presentation in layperson's terms:

In your own words, provide a brief description of the conference.

You will need to provide proof of the acceptance of your presentation and attach it to your application. Remember that you must submit your application, proof of your acceptance, your faculty sponsor's endorsement, and any receipts you have at this time as **one (1) PDF document**.

Have you attached proof of acceptance?

Programs for Undergraduate Research

Travel-to-Present Grant Budget Form

All responses must be typed.

Eligible applicants may receive funding up to \$500 once during their academic career for specific expenses related to a conference presentation. Please provide the anticipated amount for each expense category for your total travel budget. Additionally, please provide supporting documentation in the form of attachments for each expense listed in your budget.

Expense Category	Anticipated Expenses	Supporting Documentation Attached?
Conference Registration Fee	\$	
Transportation (airfare, rental car, public transportation, mileage)	\$	
Estimated Meal Expenditures	\$	Documentation not required for estimated meal expenses
Lodging (hotel accommodations)	\$	
Total Anticipated Expenses	\$	

Total Amount of Funds Being Requested from PUR: \$

Applicants are encouraged to seek additional funding. Will you be seeking funding from other sources (e.g., the Dean's Office, departmental funding)?

If you replied yes, please indicate the source and anticipated amount of additional funding:

Source: Funding Amount: \$
Source: Funding Amount: \$
Source: Funding Amount: \$
Source: Funding Amount: \$

By my signature below, I certify the information provided above is accurate to the best of my knowledge. I have provided all required supporting documentation and have submitted it, along with the Faculty Advisor Signature Form, to my Faculty Sponsor.

Applicant Signature: _____ Date: _____
(your typed name represents your signature)

For Committee Use Only

Status: Approved Denied Revised Date:
Amount: \$ Notification Date:

Programs for Undergraduate Research

Travel-to-Present Faculty Sponsor Form

All responses must be typed

Today's Date:

Applicant's Name:

Faculty Sponsor's Name:

Department/Program:

I have read the applicant's travel grant and have verified that all required documentation is included and that the budget accurately reflects expected expenses associated with travel to this conference.

I support this applicant's Travel-to-Present grant.

Please answer the following questions:

How would you rate the student's contributions to the project they will present?

What role will the student play in the actual presentation?

How large of a role will the student play in the actual presentation?

Was the applicant's presentation competitively selected?

At which type of conference will the student's presentation occur?

To what extent will this student benefit from presenting at this conference?

Are you sponsoring other students presenting at this conference?

If you answered yes, please list the other students' names:

Will the students listed above be submitting a PUR Travel-To-Present application?

Please provide a few sentences explaining the significance of this applicant's opportunity to present.

Signatures:

Please note, two separate signatures are required. If the Faculty Sponsor is the Department Chair, then the college's Dean will need to sign as the Department Chair.

Faculty Sponsor: _____

Date: _____

Department Chair/
Program Director: _____

Date: _____