

Undergraduate Research Travel Fellowship Application University of Houston

Instructions. Please complete this application form to apply for the Undergraduate Research Travel Fellowship program. Completed applications should be signed by your UH faculty mentor and department chair or equivalent. Signed applications and supporting documentation may be submitted via one of the following methods: (1) provide a hard copy to the Office of Undergraduate Research and Major Awards in Room 212W in The Honors College, or (2) submit an electronic PDF to undergrad-research@uh.edu.

Deadline. *Applications must be received no later than 30 days prior to travel.*

Applicant Details

Date of Application:

Applicant Full Name:

Expected Graduation (mo/yr):

Applicant Classification: Freshman Sophomore Junior Senior

Applicant Major: Applicant Department: Applicant College:

Applicant Phone: Applicant Email:

Research Mentor:

Mentor's College & Department or Institution:

Mentor's email:

Has this student received the Undergraduate Research Mentor Fellowship award during this academic year?

Yes No

If yes, then the student is not eligible to apply.

Meeting Details

Title of Meeting:

Location (City/State/Country):

Dates of Meeting (MM/DD/YY - MM/DD/YY):

Dates of Travel (MM/DD/YY - MM/DD/YY):

Does this conference have a travel award program? Yes No

If yes, have you applied to the travel award program? Yes No

It is expected that the applicant will apply for additional funding if available.

Have you applied for any other means of support? Yes No

If you have applied for other means of support, please include program name(s) and amount of funding awarded or pending:

Total Amount Requested (maximum \$750.00):

Amount requested should correlate with detailed cost estimate on next page.

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

At the time of application, students must have already submitted their abstract for the conference.

Have you received notification from conference organizers that you have been selected as a presenter? Yes No

If you have not received a notice, you may still apply for the Travel Fellowship. If your application is approved, you must submit a copy of the approval email or letter from conference organizers once it is received.

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Please provide a cost estimate of your trip:

Registration Fee
Economical Airfare
Ground Transportation
Lodging
Meals
Other
<hr/>
TOTAL
Funding from Other Sources*
REMAINING BALANCE

*If you have secured funding from other sources, please specify each source and amount (i.e., self, research mentor, professional society, student organization, department, college, etc.).

And, if you have initiated a University of Houston travel request with another department, please provide the name and email of the individual processing your request:

Please provide a brief description of the nature of the meeting and of the sponsoring organization. Include meeting website URL (if any):

Is this a regularly occurring meeting (annual, semi-annual, etc.)?

Yes No

Is this a meeting of a regional, national or international conference?

Regional National International

Have you presented at a national or international conference in the past?

Yes No

If yes, please include the name(s) and year of the conferences where you presented:

Explain why you wish to attend this conference and what you hope to gain from the experience. Limit to 300 words or less.

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<i>Presentation Details</i>

Title of Presentation:

Type of Presentation:

- Oral
- Poster
- Performance
- Exhibit
- Other (Specify):

Has your abstract, paper, or presentation been reviewed by your research mentor?

- Yes No

If your abstract, paper, or presentation is co-authored, are you the presenter?

- Yes No

To be eligible, you must be the person who actually delivers the abstract, paper, or presentation.

List co-authors (if any) and their affiliation:

The following supporting documentation must be attached to the completed and signed application:

1. Copy of abstract submitted to conference/meeting organizers;
2. 200-word abstract of research or creative project if the conference submission is greater than 200-words;
3. Acceptance letter from sponsoring organization (if available at time of application);
4. Letter of recommendation from research mentor.

NOTE: Please print completed application and obtain appropriate signatures. The signed application form with supporting documentation may be submitted via one of the following methods: 1) hard copy to the Office of Undergraduate Research and Major Awards in Room 212W in The Honors College, or (2) electronic PDF to undergrad-research@uh.edu.

**Undergraduate Research Travel Fellowship Application
University of Houston**

Required Signatures

UH Undergraduate Researcher

Date

UH Faculty Mentor

Date

UH Department Chair or Equivalent

Date

For Office Use Only:

_____ Application approved as submitted

_____ Application approved pending acceptance as presenter

_____ Application denied (please include reason for denial in comments)

Comments:

Approved – Office of Undergraduate Research and Major Awards

Date

\$ _____
Amount

Approved – Honors College Business Administrator

Date