

Marywood University
Application for Undergraduate Research Funds
(For Travel to Conferences)

Directions: Please fill out this form in its entirety, attach the required documentation, and then obtain the signature of your faculty research sponsor. Bring your completed application to Dr. Erin Sadlack, LAC 213 as soon as possible before your travel. Funding is subject to availability and must be applied for in advance of travel. Preference is given to students presenting research at conferences, not just attending. **All students who receive funding are required to present their research at the Undergraduate Research Forum in April.** If you have any questions, contact Dr. Sadlack at 570-348-6211, 2344 or easadlack@marywood.edu.

Student Name: _____

Email: _____ Phone: _____

Year: _____ Major: _____

Name of Conference: _____

Sponsoring Organization: _____

Location: _____ Dates: _____

Are you presenting research at the conference? Yes No

If yes, you must attach documentation (e.g., a copy of the email confirming your acceptance, a page from the conference program listing your project, etc.)

Project Title: _____

Format: (Please circle): Paper Poster Other _____

Abstract: If you are presenting, you must attach an abstract of about 150-200 words outlining your project content and goals. If you are seeking only to attend a conference, you must provide a narrative explaining why it is necessary to your scholarly development and outlining how you will present what you have learned to the Marywood community.

Faculty Sponsor: _____ Department: _____

Email: _____ Phone: _____

To the Faculty Sponsor:

By signing below, you endorse the quality of the student's research project, affirm that the student is ready to present his/her project at the above-named scholarly conference, and confirm that the project will make a scholarly contribution worthy of receiving funding.

Signature: _____ Date: _____

BUDGET INFORMATION

You must make every effort to obtain the least expensive travel options. Individuals may request up to \$300 in funding for travel to domestic conferences and \$400 for travel to international conferences; students presenting in groups (3 or more) may receive up to \$900 for the entire group to share (all funding limits per academic year). You must return your receipts to Dr. Sadlack within a week of your return. Receipts for all expenses except mileage must be provided.

Please note that for meals, you must submit the itemized receipt listing all food and beverages. Alcoholic beverages are not reimbursable. ***If you do not have the itemized receipt, you will not be reimbursed for that portion of your expenses.*** If driving, please consult Dr. Sadlack to determine whether it is cheaper to drive a personal car or obtain a rental with Marywood discount. Marywood policy is that you will be reimbursed at whatever amount is cheaper. Mileage is reimbursed at current rates set by the federal government.

Travel Method: Driving Train Airplane Other: _____
Hotel Name and Location: _____

ESTIMATED COSTS:

Travel:

If Driving, Estimated Total Mileage: _____

Parking: _____

Tolls: _____

Cost of Tickets (if applicable): _____

Other Travel Costs (please explain): _____

Total Travel Costs: _____

Lodging:

Hotel Rate (x number of days): _____

Room Tax: _____

Total Lodging Costs: _____

Meals (estimate \$35 per day): _____

Conference Registration Fee: _____

Conference Membership Fee (if applicable): _____

Miscellaneous (please detail): _____

Grand Total Estimate: _____

Are you receiving funds from any other source (department, college, etc.)? Yes___ No___ Amount_____

With my signature, I affirm that I have read all of the above conditions, that I have done my best to keep costs to a minimum and that I will do my best to represent Marywood University at the conference. I also understand that accepting funds requires me to present my research at the Undergraduate Research Forum in April.

Applicant Signature: _____ Date: _____

Remember to attach your abstract and documentation of your presentation invitation to this application!

For Committee Use Only:	Application	Accepted _____	Rejected _____
Notes:			