The MU Office of Undergraduate Research (UGR) is offering undergraduate research travel awards for students presenting their research at professional meetings and conferences. Participation in professional meetings and conferences is an important way for you to communicate your research to others in your field, network with your peers, and expand your understanding of the scope and nature of research. To be eligible for funding, you must present your research (talk or poster), your name must appear on the conference abstract, and the University of Missouri must appear as an author's address. Your faculty mentor is not required to attend the conference. Students must be enrolled as a degree-seeking undergraduate at MU at the time of application. Additionally, you will be required to present your work at the Spring Undergraduate Research and Creative Achievements Forum held in April.

Applications must be returned to

Office of Undergraduate Research
150 Bond Life Sciences Center
University of Missouri
Columbia, MO 65211-7310.

You must submit the following, preferably no later than four weeks before the conference:

- Undergraduate travel award application.
- Letter outlining why you wish to attend this meeting, including what you expect to attain and how it impacts your future plans.
- A letter of support from your faculty mentor explaining the nature of the meeting and why it is appropriate for you to attend.
- An itemized budget of your estimated expenses.
- A copy of your abstract, including the title and authors (with you listed as first author).
- Documentation of any other funding sources you are receiving, or expect to receive, for this meeting (i.e., name of source, amount of funding, what expenses the funding will cover).
- A list of individuals accompanying you on this trip, and their roles/relationship as participants.

If you have not received confirmation of a travel award within two weeks of your travel date, please contact our office. It is possible that funding is not available at this time.

Allowable expenses:

- Registration fee
- Airfare and ground transportation
- Mileage and parking, if a personal car is used for travel
- Your share of hotel expenses (lodging, taxes)

Award amounts vary.

Meal expenses will NOT be covered through this travel award (unless they are part of the conference programming).

Undergraduate students are eligible to receive one Travel Award per year; therefore, it is important that students and mentors decide which meeting is the most appropriate. Students who are granted a Travel Award must acknowledge UGR in their abstract and on their poster/in their talk ("Travel partially supported by the MU Office of Undergraduate Research"). Abstracts must acknowledge the University of Missouri.

Travel funds will be dispersed after travel with appropriate documentation. Students must submit original receipts for all expenses being reimbursed. Mileage is reimbursed at the current University rate. A copy of the meeting proceedings (or photo copy of the title page and abstract) is required before reimbursement will be approved. A copy of the student’s registration, if not included with the initial application, must also be included with the receipts in order for reimbursement to be approved. Typically, students combine funding from multiple resources (i.e. academic departments, professional societies). Our travel awards usually cover only a portion of allowable expenses. Travel details and post-travel requirements will be included with your Travel Award confirmation letter.

If circumstances prevent you from being able to arrange for payment of your travel expenses, and a reimbursement is therefore not feasible, please schedule a meeting with a staff member in our office to discuss your options.

For further information contact:
MU Office of Undergraduate Research
150 Bond Life Sciences Center
(573) 882-5979
ugr@missouri.edu
Undergraduate Research Travel Award Application

Date of Application: ____________________________

Undergraduate Researcher

Name (First & Last): __________________________________ Student ID # ____________________
Hometown (City & State): ____________________________ Cell Phone # ____________________
Local Address: ______________________________________
Major(s): __________________________________________ Graduation Date: _______________

For reimbursement purposes, US Citizen/Permanent Resident? yes no MU Employee? yes no

Faculty Mentor

Name: ____________________________________________ Department: _______________________
Campus Address: __________________________________

Conference Information

Name of Conference: __________________________________

Location of Conference: ____________________________ Type: Regional National International

Dates you will be attending the conference: __________________________

Title of poster talk performance you will be presenting:

_________________________________________________________________________________

_________________________________________________________________________________

Author(s) ______________________

Please submit the following with this completed form:

• A letter explaining why you want to attend this meeting,
• A letter of support from your faculty mentor,
• An itemized budget of your estimated expenses (and who will be paying for each item),
• A copy of your abstract, including the title and authors,
• A list of individuals accompanying you on this trip, sharing a room, sharing transportation, and/or otherwise sharing in costs with you (including names of others in your research group also attending the conference), and
• Supporting documents (i.e., conference registration).

All information must be submitted to:
Office of Undergraduate Research
ugr@missouri.edu
150 Bond Life Sciences Center
University of Missouri
Columbia, MO 65211-7310
Fax: (573) 884-9395