

# UNDERGRADUATE RESEARCH TRAVEL AWARDS



The MU Office of Undergraduate Research (OUGR) 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 no later than six weeks before the conference:

- Undergraduate travel award application.
- A letter outlining why you wish to attend THIS meeting, including what you expect to get from attending and how attending will impact 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 THIS meeting.
- If you conducted your research off campus, then you must include a letter of support from your research mentor for that project.
- 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 for THIS meeting (i.e., name of source, amount of funding, what expenses the funding will cover).

*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).*

**Travel Awards** will only be made for **one meeting per year** per student; therefore it is important that students and mentors decide WHICH meeting is the most appropriate. Students who are granted a Travel Award **must acknowledge OUGR** 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. **Registration fees** may be prepaid by the Office of Undergraduate Research if the registration form is completed and brought to Pam Monroe at least one month before the conference. Many conferences waive registration fees for *students* and this option must be exercised if available. Late registration fees will not be paid. **Airline tickets** may be purchased by our office, or individuals may elect to be reimbursed after travel. **Ground transportation**, when appropriate, to/from the conference site is an allowable expense. We expect that you will stay in the same **hotel** as other members of your research group and that you will share a room. We assume that you will stay in an economical and safe hotel. **Travel funds** will be dispersed **AFTER** travel with appropriate documentation. Students must submit original receipts for airline travel. Students will be reimbursed for mileage at the University rate (currently \$0.56/mi). 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 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.

**For further information contact:**

Jenn Brown, Assistant Director  
150 Bond Life Sciences Center  
882-4818

[BrownJen@missouri.edu](mailto:BrownJen@missouri.edu)

# Undergraduate Research Travel Award Application

Date of Application \_\_\_\_\_

Name of Undergraduate Researcher \_\_\_\_\_

Student ID# \_\_\_\_\_

Hometown (city & state) \_\_\_\_\_

Cell phone # \_\_\_\_\_

Local Address \_\_\_\_\_

Major(s) \_\_\_\_\_

Graduation Date \_\_\_\_\_

Faculty Mentor and Department \_\_\_\_\_

Faculty Mentor's Campus Address \_\_\_\_\_

Name of Conference \_\_\_\_\_

Name of others from your research group attending the meeting

\_\_\_\_\_

Type of meeting (**please highlight one**)                      Regional                      National                      International

Location of Conference \_\_\_\_\_

Dates you will be attending the conference \_\_\_\_\_

Title of poster/talk (circle one) you will be presenting:

\_\_\_\_\_

\_\_\_\_\_

Author(s) \_\_\_\_\_

Please attach the following:

- 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.
- A copy of your abstract, including the title and authors.
- Supporting documents (i.e., conference registration).

All information must be submitted to:

**Office of Undergraduate Research**

[ugr@missouri.edu](mailto:ugr@missouri.edu)

150 Bond Life Sciences Center

University of Missouri

Columbia, MO 65211-7310

Fax: (573) 884-9395