

LAFAYETTE COLLEGE

Academic Research Committee
Lafayette College, Easton, PA 18042

APPLICATION FOR A STUDENT TRAVEL GRANT

Default Question Block

This application is for requesting support for student presentations at professional conferences and similar events, excluding the National Conference for Undergraduate Research (NCUR), which has its own process. The request for this support must be submitted **PRIOR** to undertaking any travel. Funds are limited and competitive for student travel grants; expenses incurred without receiving ARC approval cannot be guaranteed to be covered.

Normally students are only provided funding to support one presentation in an academic year (not including presentations at NCUR). Requests for a second trip will be considered if there is a particularly strong case for making a second presentation.

Travel expenses should not exceed those normally incurred for round trip travel from Lafayette College to the conference location. International travel (to or from the conference location) is not supported.

The Academic Research Committee will review your application at the next available meeting and so you should expect to hear about a decision within six weeks. **To be considered complete, this application must be supported by a letter of endorsement from your faculty mentor;** the letter can be submitted on-line using the form available at <http://researchsupport.lafayette.edu/arc-forms/>. Only complete applications are reviewed by the Committee.

Applicant's contact information:

First name

Last name

Class

Major(s)

COMPLETE email address

Phone number

Campus Mailbox#

Name of conference and location:

Dates of conference and dates you will attend the conference:

Beginning and ending conference meeting dates:

Dates you will attend the conference (including travel):

Title of presentation, poster or an explanation of your participation at the conference.

Brief description of your research project/findings:

Please itemize your anticipated expenses. Include an itemized list of all travel and lodging expenses (round trip airfare or mileage; hotel costs per night plus total hotel costs), even if they exceed \$600; driving expenses should be computed in terms of allowable mileage costs as per the College's Finance and Administration website information. (Note: Conference registration fees and meal expenses not covered by registration fees or hotel charges (at a rate of up to \$15 per meal) are normally paid by your department.)

What is the total amount of support you are requesting from ARC? (The maximum award for a student travel grant is \$600.)

Are you able to share travel and lodging expenses with one or more Lafayette College students?

Yes; name the student(s):

No

Where was your research project conducted?

- At Lafayette College, mentored by a Lafayette College professor
- At a field site, mentored by a Lafayette College professor
- At a field site or other college/university, mentored on site
- Other (please explain):

Name and email of the Lafayette faculty mentor who will submit letter of endorsement:

Professor's First Name:

Professor's Last Name:

Professor's COMPLETE email address:

Has your abstract been officially accepted for presentation at the conference?

- Yes (upload notification below)
- No, I am waiting for a response (note: ARC's final decision is contingent on abstract acceptance)
- No, I have not yet submitted my abstract (note: it is too early to apply for this grant)

Please upload supporting documentation such as a notification that your abstract is accepted. The documentation can be uploaded as a combined PDF of all files or as a ZIP of all files. If you have difficulty with uploading your documents, they can be sent via e-mail or campus mail to the Associate Dean for Faculty Support, but they must be received by the deadline.

By clicking on the submit button, you will be sending your application to the Academic Research Committee. You will be automatically directed to a page that displays your responses. You should click on the icon in the upper right hand corner to generate a pdf of your application.

Remember that *this application needs the endorsement of your faculty mentor*, which should be done via a brief online form. Your mentor will likely want to see the PDF file containing your responses.
