



Undergraduate Student Research Travel Grant Application

Directions

1. Complete Parts I, II, and III of this application.
2. Submit filled application to your faculty member for approval.
3. If you are notified that you have received a travel grant and you plan to travel internationally, you must contact the Office of International Education for further information and papers necessary for travel.
4. **Faculty Mentor:** Email signed form to Robert Plymale at rplymale@richmond.edu.

Part I: About You

Name:	UR ID:	Date of Application:
Phone Number:	Email Address:	
Present Address (street, city state, zip):		
Major(s):	PPEL	
Hours Completed:	Expected Graduation Date:	
Previous Arts & Sciences Undergraduate Research Awards:		
Name of Award:	Amount:	Date/Semester/Year:

Part II: About Your Trip

Destination:	Name of Conference (if applicable):		
Mode of Transportation:	Departure Date:	Return Date:	Number of Days:
Supervising Faculty Member:			
List of UR student Co-presenters (if any):			
How will this trip contribute to your educational goals? You may attach an additional sheet if you need more space. Also attach an abstract of the paper you will deliver or a précis of the project you will present.			

Part III: Budget

Transportation Mode: Airfare Land Rail Other:		
Room Sharing: YES NO		
If yes, who are you sharing the room with?		
Cost Per Day		Cost for Entire Trip
Travel (Transportation):		
Lodging:		
Meals:		
Registration Fees:		
Other:		
Total:		

Please note that the Undergraduate Research Committee uses its discretion when approving grants to help offset student's travel costs. To allow as many people as possible to make use of travel funds, the maximum allowance for lodging and per diem for meals requests is \$1,000/student domestic travel & \$1,500.00/student international travel.

By signing this form, the Faculty Mentor approves this request and recommends student for the grant.

Name

Date

Signature