



OUR Student Travel Award Application

The Office of Undergraduate Research is committed to supporting UMass Dartmouth undergraduate students in all aspects of their research endeavors. We are pleased to offer assistance for travel to present research at scholarly conferences or workshops.

Awards are generally for travel dates between September 1 through May 31. Please speak with the OUR staff if your proposed travel is during the summer. Applications will be accepted on a rolling basis throughout the year. Preference will be given to those students who have not received any form of support.

A student may apply for one travel award per academic year. Currently, the maximum amount of any single award is \$300. Each student is additionally subject to an individual cap on awards during their time as a student, of \$1000. Students who have concerns about costs should consult with both their faculty supervisor and a member of the OUR in a timely manner.

Grants will be awarded on a competitive basis. Considerations include the impact of attending a conference on the student's career, the distance traveled and cost of registration, and evidence of effort in securing additional funding.

The application should include:

- completed cover sheet (see next page)
- copy of the conference abstract
- evidence that abstract has been accepted
- brief statement outlining the importance of attending the conference
- itemized budget for the estimated total costs of travel
- list of other funding sources for which the student has applied or plans to apply
- letter from the faculty supervisor explaining the academic significance of the conference

Students should be aware they need to save receipts for the purposes of reimbursement. Students must also follow all UMassD guidelines regarding travel found here: <https://www.umassd.edu/controller/travel/>.



OUR Student Travel Award Application Cover Sheet

Name: Enter text here.

ID #: Enter text here.

Email Address: Enter text here.

Department: Enter text here.

Faculty Research Supervisor: Enter text here.

Conference Name: Enter text here.

Conference Location: Enter text here.

Dates of Travel: Select travel start date to Select travel end date

Type of Presentation: Enter text here.

Presentation Title: Enter text here.

Applicant Signature:

Faculty Research Supervisor Signature:

Checklist of items to include with application:

- Completed cover sheet
- Copy of conference abstract
- Evidence of abstract acceptance
- Statement of impact of conference on current and future research career
- Itemized budget
- List of other potential funding sources
- Letter from research supervisor

Save all items together in a single PDF document and submit the complete application to the OUR via email to our@umassd.edu.

Do not write below this line. OUR use only.

Date received:

Approval date:

Approved amount: