

COUR TRAVEL GRANT UNDERGRADUATE STUDENT APPLICATION

AWARD SUPPORT:

- 1) The award amount will range typically from \$250-500 per applicant. Applicants should justify their budget for the total amount of support required to present at a professional meeting or competition (April 1, 2009 – December 31, 2009).
- 2) Students supported by a current Paulson COUR Scholarship award may apply for additional travel support.

QUALIFICATIONS:

- 1) Major in a Degree Program in a College of Science & Technology (COST) Department.
- 2) Conducted or in the process of conducting a scholarly activity with a faculty mentor in COST. This activity does not have to be supported by COUR, nor does it have to be for credit.
- 3) Presenting an oral talk or poster at a future professional meeting or participating in a recognized collegiate design competition.

APPLYING STUDENTS MUST SUBMIT ELECTRONICALLY to the Director:

- 1) A completed application using the forms provided that include:
 - a) The abstract submitted for the meeting or an equivalent for a competition.
 - b) A budget and justification that should include registration, room and other relevant costs as well as travel and meal charges (\$28/day, provide justification for a higher rate).
 - c) A statement on the value of the meeting to the applicant and activities in which the student will participate at the meeting (written by the student applicant).
 - d) A one page letter of endorsement from the faculty mentor, including a statement on the meeting and relevance to the student and the research.
- 2) A copy of any approval forms for the scholarly activity (if applicable), including:
 - i) Human Subjects Approval.
 - ii) Institutional Animal Care and Use Committee (IACUC) Approval.
 - iii) Biosafety Approval.

Note: for #2, just scan the single page letter of permission.

APPLYING STUDENTS ALSO SHOULD SUBMIT ELECTRONICALLY: *(not mandatory but this documentation could improve your chance of receiving funds)*

- 3) A current 1-2 page resume that includes the following: contact information, place of birth, high school from which you graduated, major, GPA overall and in major, career objective, work experiences, other skills / activities / leadership roles / clubs / organizations, and names of referees with address/phone/email.
- 4) A copy of the meeting announcement and tentative program (1-2 pages, or preferably a link to the proper website).
- 5) If available, a copy of the registration, room and any other relevant charges for the meeting (meeting souvenirs are not qualified expenses). A one-year membership to the sponsoring society is allowable if (membership + registration) fees are equal to or lower than non-member registration fees (1-2 pages, or preferably a link to the proper website).

REQUIREMENTS FOR RECIPIENTS:

- 1) Along with your email confirmation of acceptance, please attach a recent digital photograph of yourself and a current resume (see step 3 above for details) if not already submitted with application. The photograph and resume information will be used for release to the media.
- 2) Before you will be reimbursed for your travel expenses, you must submit electronically (email attached to the Director of COUR) a one-page typed report on the meeting, your talk and the other activities in which you participated.

COUR Student Travel Award Application Form

Departmental Area: **Math/Science** **MET/EET/CM/CET**

Student	Faculty Mentor	
Student email	Mentor email	
Major	Mentor's Rank	
Eagle ID	Dept Chair	
Class Standing: Fr <input type="checkbox"/> So <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/>	Submission Date	
<p>Check Yes if your study required any of the following (if yes, include a copy of the approval form(s) from Georgia Southern University): Human Subjects Yes <input type="checkbox"/> No <input type="checkbox"/> IACUC Approval Yes <input type="checkbox"/> No <input type="checkbox"/> Biosafety Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
Name of Meeting & Sponsor:		
Dates & Location:		
Abstract Status: In preparation <input type="checkbox"/> Submitted <input type="checkbox"/> Accepted <input type="checkbox"/>		
Title of Presentation		
Abstract for Professional Meeting (student must be the presenter).		
Student Signature	Faculty Mentor Signature	Dept Chair Signature

Detailed Budget [*You may expand this budget table as needed.*]

BUDGET ITEMIZATION	COUR AWARD EXPENSES	OTHER FUNDS	TOTAL
Meeting Costs:			
Registration			
Room			
Meals			
Other (explain)			
Travel (note whether car, airplane, transfers, etc.):			
Other (explain)			
TOTAL			

Budget Justification (please include an explanation of any "Other Funds support" and whether this support is current or pending)

Meeting Value (why this meeting is valuable to you) and **Activities** (what other talks, workshops or events will you attend at the meeting):

