Group Travel Award Application

Award Information

1. This form is for a group of current UCF undergraduate students who are primary presenters of separate research or creative projects completed under the guidance of a UCF faculty mentor, and are seeking travel funding. If there is more than one undergraduate primary presenter on a given project, only the first author listed in the acceptance letter/program is eligible to apply.

2. Up to $1000 can be awarded through the Office of Undergraduate Research’s Travel Committee to a group once per fiscal year (July through June). This funding is provided by the Office of Undergraduate Research and the Burnett Honors College.

The leader of the group must make sure that all of the necessary components of the application are complete. Please review the following checklists, and initial next to each item.

Eligibility

_____ I understand and confirm that each student applying for the award is a primary presenter (i.e. first author) on their own research or creative project. Students who are not primary presenters are not eligible to receive funding.

_____ I understand and confirm that each student in the group has been accepted to present at the conference, and each student has included a copy of their individual acceptance, which lists them as primary author.

_____ I have confirmed that each student in the group is an undergraduate in good academic standing at UCF, meaning that they are not on academic probation.

_____ I understand that OUR has a strict Policy on Participation, and have reviewed the policy before submitting any application. The policy is available online at http://our.ucf.edu/policy.pdf.

Application and Award Procedures Checklist

_____ I understand that the group is required to apply for funding with SGA before submitting an application to OUR, and confirm that this requirement has been met. See http://www.ucfsga.com/committees for more information.

_____ I confirm that this application is being submitted at least 4 weeks prior to the time of travel. Late applications may be taken under certain circumstances.

_____ I confirm that this this application includes:
   • An abstract for each project being presented (one page maximum each).
   • Documentation of acceptance to the conference for each member of the group; must include the name of the conference, the name of the presenter, and confirmation of acceptance. If the conference acceptance emails/letters do not contain all of the necessary information, provide a copy of the conference itinerary that includes the names of all presenters.
   • A complete Student Information Form for each member of the group (below).
   • A complete, detailed budget (below).

_____ I understand that funds will be transferred to my faculty mentor’s department. (Travel forms must be filled out prior to travel with that department. Please see the department’s staff.)

_____ I understand that my group is required to post information about their presentations to the OUR Accomplishments (www.our.ucf.edu/accomplishments) before receiving funding and submit a report form to www.our.ucf.edu/reportform upon return.

_____ I understand that all members of my group are required to present at the annual Showcase of Undergraduate Research, www.showcase.ucf.edu, in the spring (if they have not graduated).

Questions regarding travel funding should be directed to OUR@ucf.edu or 407-823-3125.
Conference and Budget Information

Conference: ________________________________________________________________

Location: __________________________________    Dates of conference: ______________________________

Total number of student travelers: ______________

Is anyone else from UCF attending the conference who is part of the group traveling together, but not included in this application? _______

If so, please list their names below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty, Staff, Graduate Student, or Undergraduate Student?</th>
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<tbody>
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Proposed Group Budget

<table>
<thead>
<tr>
<th>Proposed Group Budget</th>
<th>Total for each category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference registration ($ per person x people)</td>
<td></td>
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<tr>
<td>Lodging ($ per room x rooms x nights)</td>
<td></td>
</tr>
<tr>
<td>Airfare ($ per person x people)</td>
<td></td>
</tr>
<tr>
<td>Ground Transportation - Check one option</td>
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<tr>
<td>___ Rental car ($ per car x cars) &amp; gas estimate ($ )</td>
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</tr>
<tr>
<td>___ Ground transportation (i.e., taxi, bus, shuttle) ($ )</td>
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</tr>
<tr>
<td>___ Mileage for personal vehicle ( miles x cars x 0.445/mile)</td>
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<tr>
<td>Other (Please specify):</td>
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</tbody>
</table>

Please indicate the amount of proposed or awarded funds that you may receive from the sources below.

$______ Student Government Association (required)

$______ College or Department
$______ Grant Money
$______ Other (Please specify): ______________________________________________________

Total amount of other funding: $___________

Funds Disbursement Policy

OUR Group Travel funding can only be disbursed to one departmental account. If the students on the travel application have different mentors, a group leader and their faculty mentor must be in charge of the reimbursement process (e.g. if one student pays for a one-time cost [i.e., hotel] that the other students do not pay for, that student should receive the priority in reimbursement. All other funds after those costs should be divided equally).

Group Leader: ___________________________

Faculty Mentor: ______________________   Faculty Mentor PID: ______________________

Faculty Mentor Department: __________________________

Departmental Account # (for fund transfer): ________________________________

Departmental Travel Contact Email: ____________________________@ucf.edu

Please verify that the following documents are enclosed:

_____ One-page abstract and Student Information Form for each project being presented

_____ Documentation of acceptance to the conference for all students

_____ A completed application form, including the budget section

Committee Action: ____________________________ Date: ____________
Please complete the form below for each student in the group travel application.

**Student Information Form**

Student Last Name: ______________________        Student First Name: _____________________________

Student UCF ID: ____________________________     Expected Graduation Date: _________________

Student Email Address: ____________________________@knights.ucf.edu

Are you a University Honors or Honors in the Major student in good standing? (check one)   ____ yes   ____ no

Presentation Title: __________________________________________________________________

Faculty Mentor’s Name: ______________________ Faculty Mentor’s UCF ID: ____________________

Faculty Mentor’s Email: ____________________________@ucf.edu

Faculty Mentor’s Department: ____________________________

Faculty Mentor’s College: ____________________________

Applicant Statement (initial each statement):

____ I understand that the total funding received from all sources may not exceed the total expenses for travel.

____ I certify that I will be enrolled as a UCF undergraduate at the time of travel.

____ I understand award money will be transferred to the faculty mentor’s department listed above. It is my responsibility to contact them regarding travel policies.

Applicant Signature: ____________________________     Date: __________

I support the student’s research and travel. The student has worked closely with me on this project. I realize the funds will be transferred to my department and I will work with the student regarding the travel process.

Faculty Mentor Signature: ____________________________     Date: __________

Updated: 12/19/2016