

**A. General Information**

Name: \_\_\_\_\_ Cal U Student ID: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cal U Email: \_\_\_\_\_  
 Major: \_\_\_\_\_ Department: \_\_\_\_\_  
 Year in School: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>  Grad Expected Year of Graduation: \_\_\_\_\_  
 Faculty Mentor and Mentor's Department: \_\_\_\_\_

**B. Conference/Event Details**

Name of Conference/Event: \_\_\_\_\_  
 Conference/Event URL: \_\_\_\_\_  
 Location: \_\_\_\_\_ Dates of Conference/Event: \_\_\_\_\_  
 Type of Conference/Event:  Local  Regional  National  International  
 Travel Dates \_\_\_\_\_  
 Means of Travel: Air Auto Other \_\_\_\_\_  
 Type of Presentation/Performance:  
 Poster  Oral Paper  Panel  Exhibition  Recital  
 Other - please describe: \_\_\_\_\_  
 Title of Presentation/Performance: \_\_\_\_\_  
 List any additional authors/contributors: \_\_\_\_\_

**Please attach:**

1. *A copy of your presentation abstract or a brief (about 100 word) description of the presentation/performance you will be conducting;*
2. *Verification of your participation (program that includes your name, email confirmation from conference/event planners, etc.)*
3. *A short statement (100 to 200 words) in which you express how your presentation/performance at the conference or event contributes to the academic discipline.*

**C. Requested Expenses**

Itemize all anticipated expenses below and please be as specific as possible.

Item Description	Cost

Grand Total Requested Funds: \_\_\_\_\_

What other sources of funding have been requested? If none, leave blank.

Other Funding Sources to Which You Applied	Amount Requested	Request Approved?
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Mentor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Note that electronic signatures are acceptable as long as the signed document is attached to an email from the signer.*

All applications requesting travel funds should be submitted by e-mail to the director of the Center for Undergraduate Research at [cur@calu.edu](mailto:cur@calu.edu). Application at least five (5) weeks in advance of planned travel ensures adequate time for review of applications by the Undergraduate Research Advisory Council (URAC). Applications received less than 5 weeks in advance will be reviewed as promptly as possible but a decision in time for preparation of all necessary travel arrangements and documents cannot be guaranteed.

Applications will be reviewed by at least three members of the Undergraduate Research Advisory Council (URAC), at least one of which will be a member of the college most aligned with the event to which travel funding is sought. A decision on the application will usually be rendered within one week of receipt of the application. Incomplete applications or applications submitted less than 5-weeks in advance planned travel may not be reviewed.

**Students who receive travel funds from the Center for Undergraduate Research are expected to:**

- 1. Acknowledge the Cal U Center for Undergraduate Research for travel support when presenting.**
- 2. Recognize that for the duration of the travel associated with the event, they are representatives of Cal U and should at all times conduct themselves in a professional manner that reflects favorably on Cal U.**
- 3. Submit receipts and a completed reimbursement form no later than 15 days of return from the event.**
- 4. Complete and submit a Student Project Summary within 15 days of return from the event.**
- 5. Present their work at the next possible Cal U campus-wide student research event.**