**Department of Biology Grant Application**

**Undergraduate Travel Award**

**Introduction**

Undergraduate research students mentored by faculty/staff within the University of Nebraska Kearney Biology Department may apply for a travel award up to $300 to present their undergraduate research at a professional conference. Awards will be competitive and applications will be considered and awarded by the Biology Department Undergraduate Research Committee.

* Students must also co-apply for travel funding through the University of Nebraska Kearney Undergraduate Research Council
* Students may only receive a travel award once per academic year
* Applications will be accepted at any time. A maximum of 10 travel awards will be awarded during the academic year (5 in Fall, 5 in Spring/Summer)
* The Biology Department Undergraduate Research Committee will consider applications on a first come first serve basis until November 1st each Fall, and April 1st each Spring, where only **one student per research advisor** can be funded. Following each of these deadlines (Fall and Spring), the committee will consider additional applications for students from the same research advisor.
* Oral research presentations will be given priority for funding.
* Applications must include the cover sheet, meeting abstract, and a budget (including matching funds from other funding sources). Following the meeting students must provide documentation of the research presentation for reimbursement, up to the amount awarded.
* Please submit completed applications to the chair of the Biology Undergraduate Research Committee either hard copy or electronic applications submitted by your research advisor are acceptable (Dr. Letitia Reichart, reichartlm@unk.edu)

**Department of Biology Grant Application**

**Undergraduate Travel Award**

**Cover Sheet**

Student Presenter:

NUID:

E-mail:

Title of Presentation:

Name of Conference:

Location and Date(s) of Conference:

Faculty Mentor:

Amount requested ($300 maximum):

As faculty mentor I have reviewed this grant application and approve its submission. In addition, this student has applied an Undergraduate Research Council Travel Grant.

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 Signature Date

**Abstract:**

**Budget:**

Include all anticipated expenses directly related to attending the conference (e.g., registration, lodging, meals, and mileage). Awardees must submit documentation of presentation (e.g., copy of a page in the meeting program showing presentation) **AND** itemized receipts for reimbursement after attending the conference. Mileage is reimbursed at 0.565 cents per mile. Below, include all matching funds that will be used to pay for the conference.

|  |  |
| --- | --- |
| **Budget Items:** | **Funding Source(s)** |
|  | **URC** | **College** | **Dept.** | **Other\*** | **Line Total** |
| **Travel** |  |  |  |  |  |
| Registration |  |  |  |  |  |
| Transportation |  |  |  |  |  |
| Lodging |  |  |  |  |  |
| Meals |  |  |  |  |  |
| **Column Totals** |  |  |  |  |  |
|  |  |  |  | **Total Cost** |  |

 **\*Specify other funding sources:**

**Budget Narrative:** Please explain how the amount was determined for each budget item (e.g., per diem for meals, mileage). Mileage is reimbursed at 0.565 cents per mile.

 For example:

 Kearney, NE to Lincoln, NE = 258 miles round trip X $0.565 per mile = $145.77