



UNCW Undergraduate Research & Travel Awards:

Funded by the Chancellor's Office, Academic Affairs, and the Honors Scholars Program

Administered by the Honors Scholars Program

Purpose: The purpose of these awards is to encourage scholarship among the undergraduate students at UNCW. Students may apply for funds to assist with scholarly research travel and travel to professional conferences. **All students must have a faculty sponsor.** Faculty members must accompany students receiving awards for travel to professional conferences.

Award Amount & Limitations: Individuals are eligible for one award per academic year, regardless of amount of award. Since requests will be reviewed until funds are exhausted, students planning on spring conference travel should submit applications as soon as possible. Students may apply for the following:

Chancellor's Awards: Students may apply for travel funds to attend professional meetings, accompanied by a faculty sponsor.

Teal Award: Students who are first authors or primary presenters of a scholarly presentation at the conference are eligible for awards up to \$1000 to include reimbursement for transportation, meals, hotel, and registration. Only one student may be designated as a primary presenter on co-authored presentations.

Gold Award: Students who are attending a professional meeting with a faculty sponsor, but are not authors or primary presenters, are eligible for awards up to \$500 to include funds for transportation, meals, hotel, and registration.

Undergraduate Award for Research Travel: Students may apply for funds to help cover expenses associated with travel to collect data related to directed individual study (491) or honors (499) projects. Funds for transportation, meals, and hotel may be requested and awards may be up to \$400.

All requests must be processed through the Honors office – however, travel forms must be obtained from the home departments before traveling. Applicants must retain all appropriate receipts for reimbursement.

Applications: Direct completed applications to the UNCW Honors Scholars Program Office, 2nd Floor Randall Library (beside the distance learning classroom).

What you need to do: (Check each as you complete)

1. ___ Complete this application.
2. ___ Honors office will email you, your faculty sponsor, and department chair with award amount.
3. ___ You must complete an e-Travel with your departmental secretary before traveling and make deanb@uncw.edu the secondary approval on the e-Travel
4. ___ TRAVEL to conference.
5. ___ Make sure you keep receipts for plane tickets, registration, and hotel.
6. ___ Complete Travel Reimbursement on e-Travel with your departmental secretary **immediately upon return** to the University after travel! Coordinate with Honors for account to charge.
7. ___ Receive check for reimbursement.

Application for UNCW Undergraduate Research & Travel Awards

(Reimbursement check will be sent to the address provided)

Today's Date: _____ Dates of Travel: _____

Name & Location of Conference/Meeting: _____

Name: _____
FIRST MIDDLE LAST

Address: _____
STREET CITY STATE ZIP

Email: _____ Student ID #: _____

Phone: _____ Amount Requested: _____

Check the appropriate category:

Chancellor's Teal Award (student is FIRST author and/or PRIMARY presenter) (up to \$1000)

Chancellor's Gold Award (student attending conference with faculty mentor, not author/primary presenter) (up to \$500)

Research Travel Award for data collection (up to \$400)

Are you enrolled in DIS (491) or Departmental Honors (499)? Neither (491) nor (499)?

Department/Major: _____ Faculty Mentor/Sponsor: _____

Department Secretary/Contact (in charge of travel): _____

E-mail: _____

Attachments that must accompany this application

- Describe the purpose of the request and identify how it relates to the student's scholarly development.
- If the travel is to a professional meeting, **attach an abstract of the presentation and notice of acceptance for the presentation, and the name of the meeting.**
- Attach a list of the expenses you expect to incur (such as registration, meals, travel, and hotel). Please see your faculty sponsor or departmental secretary to help you with this. Please be as cost efficient as possible when applying for funds (e.g. sharing rooms, carpools, etc.).
- If you are employed at UNCW, you must complete a travel authorization request, indicating the expenses that will be incurred.

Endorsement from Faculty Mentor (check appropriate line and sign):

I will be attending the professional meeting with the student and the student is the PRIMARY author/presenter of a scholarly presentation.

I will be attending the professional meeting with the student and the student is NOT the PRIMARY author/presenter of a scholarly presentation.

The student is traveling to collect data for a project I am supervising.

Faculty Sponsor: _____
(Print Name) (Signature)

Departmental Chair: _____
(Print Name) (Signature)

(For Honors Use Only)

Award Amount: _____ Date: _____ Honors Approval: _____

cc: Department of _____