

## **Request for Undergraduate Student Travel Funding from the Department Research Reserve**

Interested undergraduate students should submit a brief (one or two paragraph) proposal to the Department Chair and Undergraduate Advisor, with copy to their Advisor, prior to registration. The proposal should outline how the funds will be used to enhance your undergraduate career. Also included, must be an explanation of other funding you've requested elsewhere (e.g. [UGAR](#).) You may request funds for registration and/or travel to professional development. Example expenses include conference registration, airfare, ground transportation, one-time membership fees, etc. The proposals should also include a brief budget. The maximum award will typically be \$1,000 and requests for less than the maximum amount will be given full consideration. The proposals will be reviewed by the Department Chair and the Undergraduate Advisor. Successful applicants will be required to submit a brief report on their use of the funds after the conclusion of travel. In general, each undergraduate student will be limited to a total of \$1,000 of support from this fund over their careers, although exceptions may be considered in some cases.