

## TRAVEL GRANT APPLICATION COVER SHEET

**Description:** The URC-Sciences Travel Grant is awarded on a competitive basis to students who have had an abstract accepted for a poster or oral presentation at a regional, national, or international STEM conference. The research being presented does not need to have taken place at UCLA or at a UCLA-affiliated institution. All applicants must be current UCLA undergraduates at the time of application, conference participation, and one month after conference attendance.

**At this time, this grant will only be awarded to reimburse the costs of registration fees for virtual conferences. No other expenses may be submitted for reimbursement.**

Application Materials

1. Travel Grant Application Cover Sheet
2. Applicant Information Form
3. Conference Information Form
4. Faculty Evaluation Form
5. Applicant Statement and Expected Costs Form
6. Copy of the accepted abstract or paper with your name in the author line
7. Verification that the abstract or paper has been accepted
8. Copy of your completed conference registration materials
9. Copy of your unofficial transcript

<b>Applicant Signatures</b>	
I have read and understand the enclosed guidelines and policies. If approved, all expenses I submit for reimbursement will have been incurred by me, the student. The information provided in this application is accurate to the best of my knowledge.	
<b>Student</b>	<b>Date</b>

<b>URC-SCIENCES' OFFICE USE ONLY</b>		
Application Approved: Y / N	Amount Approved: \$	Date of Approval:
Director Signature:		
Notes:		

### Application Guidelines:

- Applications are accepted between July 1 – May 1 and must be submitted 4 weeks prior to the conference date
- Applications must be submitted electronically as a PDF to Alec Hernandez (ahernandez@college.ucla.edu)
- Applications must be submitted by current UCLA students who will also be current students one month after conference attendance
- Applicants are responsible for booking their own travel and payment
- This grant is awarded as a reimbursement only. Funds are disbursed only after conference attendance and submission of required documents
- If approved, recipients must submit required documents within 7 business days of the last conference date
- The following application materials (#6-9) should be included as attachments, in this order, at the end of the application packet
  - Copy of the accepted abstract or paper with your name in the author line
  - Verification that the abstract or paper has been accepted (usually an email confirmation)
  - Copy of your completed conference registration materials (usually an email confirmation with receipt)
  - Copy of each student's unofficial transcript (download from MyUCLA)

### URC-Sciences Travel Grant Reimbursement Guidelines

- Travel Grants may be approved for amounts up to \$300. The approved award amount is the maximum that a student may be reimbursed for. Only registration fees for virtual conferences will be approved at this time.
- Reimbursements will be issued as a mailed check to the **current mailing address** listed on this application, within 3-4 weeks after submission of required documents
- Reimbursements will not be processed until after the conference and submission of required documents
- Third-party reimbursements are not permitted – all credit/debit card receipts must be in the student's name

### Submission of Required Documents

All documents must be submitted within 7 business days of the last conference date to Alec Hernandez (ahernandez@college.ucla.edu)

1. Proof of conference attendance (acknowledgement email, screenshot from virtual event, etc.)
2. Itemized receipts are required for all allowable expenses being claimed for reimbursement and must include:
  - a. Date of purchase
  - b. Traveler's Name – if debit/credit card is used for payment
  - c. Description of what was purchased
  - d. Total cost of purchase
  - e. Method of Payment
3. A photocopy of all credit/debit cards used for payment. Please redact all info except the last 4 digits of the credit/debit card and the cardholder's name

## Applicant Information Form

Name:	
UID:	Date of Birth:
Email:	
Phone:	Expected Graduation Date:
Major (1):	Major (2):
Minor (1):	Minor (2):
Current Mailing Address:	
Permanent Mailing Address:	
Are you currently a UCLA Student Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Faculty Research Mentor Name:	
Faculty Research Mentor Department:	
Faculty Research Mentor Email:	
Citizenship: <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Visa: Type _____ <input type="checkbox"/> Other: _____	

## Conference Information Form

Conference Name:
Conference Dates:
I am participating in the conference by (select one): <input type="checkbox"/> Poster/PowerPoint Presentation <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Other: _____
My research was completed as part of (mark all that apply): <input type="checkbox"/> SRP-99 <input type="checkbox"/> Departmental 196/198/199 Course <input type="checkbox"/> Volunteer Work <input type="checkbox"/> Paid Work <input type="checkbox"/> Undergraduate Research Fellows Program (URFP) <input type="checkbox"/> Undergraduate Research Scholars Program (URSP) <input type="checkbox"/> Amgen Scholars Program <input type="checkbox"/> *Other: _____ <i>*If you are part of a research program not listed here, please consult with your program coordinator about the availability of travel funds prior to submitting this application.</i>
Did you apply for travel support with the conference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> None Available
If you did apply for travel funding, did you receive it? <input type="checkbox"/> Yes, I received an award of: \$ _____ <input type="checkbox"/> No

## Faculty Evaluation Information

**Faculty Research Mentor:** We do not have sufficient travel funds to meet the needs of all students who apply for travel support. Please complete this form to assist us in evaluating this application.

Faculty Name:

Faculty Department:

Faculty Email:

Student Name:

1. How many quarters has your student conducted research with you?

2. How will your student benefit from participating in this conference?

3. What is the relative importance of this conference in comparison to other meetings?

4. Will you or other members of your lab/group attend this conference?

5. Do you have funds available to support your student in any travel expenses to the conference? If yes, please indicate the amount.

6. Provide any additional information that might assist us in evaluating this student's application for travel funds.

Faculty Signature:

## **Applicant Statement & Expected Costs Form**

### **Statement**

**Why will participating in this conference help you reach your educational and career goals?**

### **Expected Costs**

**Describe the expenses (with amounts) you plan to submit for reimbursement.**