

# Provost's Travel/Conference Award Undergraduate Student Application

In the interest of supporting EWU undergraduate students who will present papers or posters at conferences and other types of professional workshops, the Office of the Provost and Vice President for Academic Affairs will offer a limited number of travel awards annually.

## Eligibility Criteria and Application Process

EWU students in good standing with the university who have been accepted to participate in a professional organization's conference, annual meeting, or other type of professional workshop are eligible to apply for travel awards. Maximum award amounts are \$500 per student or \$1200 total for groups of three students or more.

- All student travel award reviews are anonymous. On the application or supporting documents (abstract), please do not include your name or your advisor's name. This information should be included on the cover sheet only and not stapled to the actual application.
- Applications can also be obtained via e-mail from Lynn Harty: [lharty@ewu.edu](mailto:lharty@ewu.edu)
- Students may apply more than once for travel awards, but priority will be given to first-time applicants.
- Applications forms, signed by a faculty advisor, department chair, and dean, and an abstract of the paper/presentation should be submitted to Lynn Harty, Office of the Provost, 220 Showalter Hall, at least six weeks prior to the expected travel dates. Please keep copies of everything you submit.

## Notification Process and Protocol:

- The student, advisor, department chair, and department support person will be notified as to the status of the application within two weeks of the date received by the Office of the Provost.
- Students whose applications are approved will coordinate travel through the secretary or administrative assistant in their departments.

**Applications may be obtained online at:**

<http://access.ewu.edu/provosts-office/student-travel-and-conference-awards.xml>

## Provost's Travel/Conference Award: Undergraduate Student Application

### APPLICATION COVER SHEET

Date of Application: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's ID #: \_\_\_\_\_

Student's Email: \_\_\_\_\_

Department of: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

**(Maximum Amount per Grant: \$500 / or \$1200 Total for a Group of Three or More)**

Chair's Name: \_\_\_\_\_

Chair Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of Department Funding Committed: \_\_\_\_\_

Department Budget Index for Funds Transfer: \_\_\_\_\_

Name of Department Contact for Funds Transfer: \_\_\_\_\_

Dean Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of College Funding Committed: \_\_\_\_\_

Provost/Vice Provost Approval Signature: \_\_\_\_\_

Amount Awarded: \_\_\_\_\_ Date: \_\_\_\_\_

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## INDIVIDUAL APPLICATION

Department: \_\_\_\_\_ Date of Application: \_\_\_\_\_

### PURPOSE OF TRAVEL:

Name of Professional Organization: \_\_\_\_\_

Dates of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Will you present:  Paper /  Poster

Is there an external peer review process before acceptance?  Yes /  No

Has a paper been accepted?  Yes /  No

(If no, please notify the Office of the Provost if/when accepted.)

**Title of Paper/Poster/Presentation:** \_\_\_\_\_

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If the paper/poster/presentation has been authored or created by more than one student, please list the names of the other students who are presenting with you:

### PRIOR SUPPORT:

Have you received previous support from the Undergraduate or Graduate Student Travel Award program?

Yes /  No

If yes, give dates and amount received: \_\_\_\_\_

(Please note that first-time applicants will receive priority.)

Have you received support from other Eastern sources for this travel?  Yes /  No

If yes, please describe:

Current Academic Standing:  Freshman  Sophomore  Junior  Senior

What is the total estimated cost of your travel? \_\_\_\_\_

**PLEASE ATTACH A DETAILED BUDGET**

The decision on your proposal is based primarily on what is presented below. Choose your words carefully, and limit your statements to the space provided. Please attach the abstract you submitted with your paper as a supporting document. Do not identify yourself or your advisor either below or in the abstract.

**Description of Research/Presentation:** Summarize the paper in terminology that can be understood by a non-specialist. In your statement, inform the reader of the significance of your research/presentation.

**Faculty Advisor's Comment on the Proposed Travel Request:** Please be explicit about the quality and significance of the paper/presentation, and detail the significance of the experience for the student.