



Undergraduate Travel Funding Request Form

The University and the Department sometimes provides funds for undergraduate students to present at research conferences. To be considered for Departmental funding, you must complete this request form and submit all necessary materials to **Sean Kilpatrick** in **Flipse 508**. Some research mentors are also able to provide their undergraduate students with grant funding so you should speak with your mentor to see if such funds are available before you submit your funding request.

Travel funds are limited and are provided to students on a first come, first serve basis. Requests should be made at least one month in advance but we highly recommend you submit your application as soon as you receive notice of your conference acceptance. **Incomplete applications will not be considered.** Be sure to read the official travel policies at http://www.miami.edu/finance/index.php/travel_management/travel_policy/ before you submit your application.

If you are awarded travel funding, it will be your responsibility to cover the costs up front. Upon your return, you will be required to bring all original receipts and boarding passes to **Maria Almeida** in **Flipse 540** so she can process your reimbursement **from all of your approved funding sources**. This process typically takes 3-4 weeks after you approve your repayment information online. Your funds will then be issued to you in the form of a check or will be direct deposited into your account. Contact Maria at 305-284-2814 or malmeida@miami.edu if you have any questions about your reimbursement.

Lastly, students who receive Departmental funding will be required to present at the University's annual Research, Creativity, and Innovation Forum (RCIF) during the upcoming spring semester. Information about this event can be obtained through the Undergraduate Research Office, Cox 122, or online at <http://www.rcforummiami.org/>.

Funding Request Submission Checklist

You must include the following items in your application packet to be considered for departmental funding:

- Undergraduate Travel Funding Request Form**
- Max and Peggy Kriloff Travel Scholarship** – You will not be able to complete the “funding source” or “account” portions at this time. These items will be completed by our Department when you submit your application for review.
- Unofficial Transcript**
- Letter or e-mail from the conference, confirming the acceptance of your presentation**
- Letter of support for your project by your research mentor**
- 8 ½ x 11 copy of your final poster** – Your final poster must be approved by your research mentor and by our Department Chair or Associate Chair. You should obtain this approval before your final poster is printed for your conference.



Student Information

Name: _____ C#: _____

Major: _____ College/School: _____

Mailing Address:

_____ Street

_____ City _____ State _____ Zip code _____

Phone: _____ E-mail: _____

Conference Information

Name: _____

City: _____ State: _____ Dates of Travel: _____

Presentation Information

Title: _____

Type (circle all that apply): Poster Oral Other (Please explain: _____)

Funding Requested	
Source	Amount
Department*	\$ _____
Kriloff*	\$ _____
Undergraduate Research Office*	\$ _____
Other	\$ _____
(Please specify: _____)	
Total	\$ _____

*Note: The maximum award from each of these funds is typically \$250.

Poster Production (Check one)
_____ Poster will be produced internally
_____ Poster will be ordered externally
Poster Approval (Circle one)
Final poster approved by mentor: Yes No

Research Mentor Signature



Budget – These figures represent the estimated cost of your conference travel. You are required to produce original receipts for all declared expenses upon your return. If an item does not apply, write “N/A.”

Expense	Amount	Notes
Registration Fee	\$ _____	
Poster Cost	\$ _____	This cost is \$50 if your poster is produced internally.
Air Travel	\$ _____	You must have your original boarding pass for reimbursement.
Ground Transportation	\$ _____	
Accommodations	\$ _____	How many guests stayed with you? _____ You must produce an itemized bill for reimbursement.
Meals	\$ _____	
Other	\$ _____	Please specify: _____
Total	\$ _____	

Confirmation of Funding Request

I have read this packet and I affirm all information I have provided is true and accurate. I understand that it is my responsibility to cover the costs up front, and to save all receipts and boarding passes so I can apply for reimbursement upon my return. I also recognize that, as a recipient of funding from the Department of Psychology, I will be required to present a summary of my presentation at the University of Miami’s Research, Creativity, and Innovation Forum (RCIF) during the upcoming spring semester.

_____ Name (Please print)

_____ Signature

_____ Date

Please submit your completed application packet to **Sean Kilpatrick** in **Flipse 508**.

Office Use Only: Departmental Approval

Dollar Amount Approved: \$ _____ Poster Approved: Yes No

Department of Psychology Chair or Associate Chair Signature

Office Use Only: Other Funding Sources Approval

Kriloff	Undergraduate Research Office	Other (Please specify: _____)
Dollar Amount Approved: \$ _____	Dollar Amount Approved: \$ _____	Dollar Amount Approved: \$ _____
Account Number: _____	Account Number: _____	Account Number: _____
_____ Kriloff Signature	_____ URO Signature	_____ Other Signature

**Max and Peggy Kriloff Student Travel Scholarship
College of Arts and Sciences
University of Miami**

The Max and Peggy Kriloff endowment fund supports travel expenses for all full-time College of Arts and Sciences students presenting at scholarly/professional meetings. Students are eligible only when actually on a conference program (i.e., presenting a paper, poster, or visual presentation for BFA/MFA students). If several students are co-authors of a paper, only one would usually be supported. If a student and faculty member are co-authors, the student would be supported only if s/he is participating in the presentation. The College will only accept applications from students who have secured departmental funding. The Kriloff travel award will not exceed \$250 or the amount committed by the department, whichever amount is smaller. If departmental funds are available for undergraduate travel support, undergraduate students must also apply for departmental funding. As with all University travel, recipients must elect the most economical flight and lodging options.

APPLICATION:

Last Name	First Name	C- Number	
Department	Degree sought	Email address	Dates of trips
Name of Conference			Location

Total trip estimated expense \$ _____

<u>Funding source:</u>	<u>Amount</u>	<u>Account #</u>	<u>Authorized Signature</u>	<u>Date</u>
PI or grant(s) ^a	\$ _____	_____	_____	_____
Department	\$ _____	_____	_____	_____
GAFAC ^b	\$ _____	_____	_____	_____
Other sources ^b	\$ _____	_____	_____	_____

^aIf the PI does not have any funds available for student travel, his/her signature above represents a formal certification of this fact. ^bApplications to GAFAC and other possible funding sources can be completed at a later date and, thus, signatures are not required.

Amount requested from Kriloff Scholarship fund: \$ _____



Signature of student

Date

Please attach to this completed application: 1. Memorandum from Chair or DGS endorsing student travel and stating the amount of funding committed by the department; 2. Conference program confirmation.

If funding is approved, you will be notified via email by the Office of Graduate and Administrative Services. Send completed forms to Gylla Lucky, Graduate & Administrative Services, College of Arts and Sciences, 333 Ungar Building, Locator code: 4222, or fax to 284-4724.