WSU GRANT APPLICATION: TRAVEL SUPPORT FOR UNDERGRADUATE
STUDENT RESEARCH OR CREATIVE PRESENTATIONS

Applicant's Name

Email address

Local Phone Number

Major

Minor

Total Semester hours earned at the time of application

Expected date of graduation

Faculty Sponsor

Title of Presentation/Paper

Name of Conference

Date of Conference

Location of Conference

Total Amount of Funds Requested for this Presentation

Have you received travel support for a research/creative project presentation before? 

If so, when? For what amount?

Have you received a research/creative project grant before? 

If so, when? For what amount?

The student-authored proposal must include: 1) an abstract of the paper or project to be presented, 2) written confirmation from the conference sponsor(s) that the student’s papers or project has been chosen, 3) the detailed travel budget form (State of Minnesota maximums covering expenses must be followed.), and 4) a letter of endorsement from a faculty sponsor familiar with the student’s project.

Applicant's Signature

Date

Faculty Sponsor's Signature

Date

Note: An electronic copy of the presentation made must be filed within ten business days of completion of the travel with Academic Affairs via the Office of Grants & Sponsored Projects (npeterson@winona.edu).
COMPLETE USING CATEGORIES THAT APPLY AND ADDING OTHERS AS APPROPRIATE. PROVIDE AN EXPLANATION/JUSTIFICATION WHERE NOTED.

$ _______ **Ground travel** - Explanation: _____ miles @ $ _____

________ **Air fare**

________ **Lodging** - _____ days @ $ _____

________ **Per diem** - _____ per day for _____ days

________ **Registration Fees**

________ **Presentation Supplies** - Explanation: __________________________________________

________ **Audiovisual Supplies** - Explanation: __________________________________________

________ **Printing: On Campus** - Explanation: __________________________________________

________ **Office Supplies** - Explanation: __________________________________________

________ **Copy Machine Fees** - Explanation: __________________________________________

________ **Other** - Explanation: __________________________________________

________ **Other** - Explanation: __________________________________________

________ **Other** - Explanation: __________________________________________

________ **Other** - Explanation: __________________________________________

$ _______ **TOTAL REQUESTED**

TO CALCULATE THE TOTAL AUTOMATICALLY, ENTER A ZERO ON EACH LINE THAT DOES NOT HAVE A NUMBER ON IT.

Click on the line where you would enter the total requested.

On the **Table** menu, click **Formula**.

In the box for the formula, enter `=SUM(ABOVE)`.

Click **OK**.

Submit a signed paper PDF copy of the proposal electronically at least thirty days in advance of the conference starting date, to the Provost/Vice President for Academic Affairs via the Office of Grants & Sponsored Projects (npeterson@winona.edu).