

**SAMPLE APPLICATION – CSE PHYSICS
TRAVEL SUPPORT FOR UNDERGRADUATE STUDENT RESEARCH & CREATIVE
PRESENTATIONS**

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TRAVEL SUPPORT APPLICATION

WINONA STATE UNIVERSITY TRAVEL SUPPORT FOR UNDERGRADUATE STUDENT RESEARCH & CREATIVE PRESENTATIONS

Submit the complete proposal electronically using IRBNet at least 30 days prior to the conference or event. For questions, contact [Grants & Sponsored Projects](#). Teams may submit a single application with complete information for all team members.

For more information and submission instructions, go to the [Student Grants webpage](#).

Applicant Information	
Submission Date:	
Applicant / Lead Name: [REDACTED]	Email: [REDACTED]
Applicant / Lead Major: [REDACTED]	Minor: [REDACTED]
Credit Hrs. at Time of Application: [REDACTED]	Graduation Date: [REDACTED]
Sponsor / Advisor: [REDACTED]	Sponsor / Advisor Email: [REDACTED]

Complete only if this is a team presentation			
Co-Applicant Name(s)	Major(s)	Credit Hrs.	Graduation Date(s)
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Project Information
Title of Presentation: HARDWARE.astronomy: Repair and Refurbishment of the Small Radio Telescope
Name, Location of Conference: 235th American Astronomical Society meeting, Honolulu, HI
Date of Presentation: [REDACTED]
Total Amount Requested for Presentation: \$600
Has the lead applicant or any team member previously received a travel grant? No
If yes, list those who have received a previous travel grant: NA
Is this a capstone, senior thesis, or other degree culminating project? No

Application Package Checklist

The application package **MUST** include each of the following (check to verify inclusion of each component):

- This application form fully completed (page 1 of this form)
- Detailed travel budget (page 2 of this form)
- Abstract of paper or presentation (page 3 of this form)
- Written confirmation of acceptance of presentation from conference sponsor (submit with this form)
- Letter of endorsement from sponsor or advisor

Signatures and Certifications

By electronically signing the application package on submission to IRBNet, all student investigators and the faculty advisor(s) understand and will adhere to the policies and guidelines in [Policy 3-25 and Procedure 3-25a](#). We will submit an electronic copy of the paper or presentation 10 days following the event to [Grants & Sponsored Projects](#).

UNDERGRADUATE STUDENT RESEARCH & CREATIVE PRESENTATIONS TRAVEL SUPPORT GRANT DETAILED PROJECT BUDGET

- Provide a detailed project budget with explanations and/or justifications where needed. Complete using applicable categories or add "Other" as appropriate.
- [State of Minnesota maximums](#) covering expenses such a mileage, per diems, etc. must be followed
- Up-to-date information is available through the [WSU Business Office](#)

Budget	No.	\$ / Unit	Total	Explanation (If Needed)
Ground travel			\$170	Shuttle to & from airport and transit at destination
Air fare			\$1500	
Lodging			\$800	
Per diem	5	\$44	\$220	
Registration fees			\$208	
Presentation supplies	1	\$30	\$30	Printing of poster for presentation
Office, AV supplies				
Printing, copies				
Postage, shipping				
Other				
Other				
Other				
Other				
Other				
Other				
Total Travel Costs			\$2928	
Total Amount Requested			\$600	

Calculate and show all travel costs in "TOTAL TRAVEL COSTS" line above. The "TOTAL AMOUNT REQUESTED" may not exceed \$500 for single applicants or \$1,000 for team applicants although the cost of your travel may be more than this amount. Undergraduate Student Research & Creative Presentations will fund a maximum of \$500 for single applicants or \$1,000 for team applicants of all travel costs.

- Are you seeking or receiving funding for your project from a source other than this Undergraduate Student Research & Creative Travel Support Grant? (This will not affect the decision on funding for this application.)
Yes
- If you answered "Yes" to the above,
 - What is the source of funds? Departmental Funds, Advisor Grant Funds, and we will ask our Dean if the college as funds available as well.
 - What is the amount of funding you expect to receive? In total, the balance of the funds not supported by the trave grant
 - When do you expect to receive funding? The department and advisor funds are available. We will be seeking college support at the beginning of December.

**UNDERGRADUATE STUDENT RESEARCH & CREATIVE PRESENTATIONS TRAVEL SUPPORT GRANT
ABSTRACT OF PAPER OR PRESENTATION TO BE PRESENTED**

A Small Radio Telescope (SRT), originally developed by MIT's Haystack Observatory, was donated to Winona State University by Mayo High School in Rochester, Minnesota. The assembly includes a 2.3 meter dish with mount and motors that allow pointing over the entire sky. The SRT, unfortunately, has been weathered over years of exposure to the elements, and was absent all the electronics necessary for pointing and collecting data. Here we report our efforts to repair, replace, and refurbish the SRT for future undergraduate research. Specifically, the replacement of pointing hardware, the development of a motor control system and graphical user interface (GUI), and future work to implement a software defined radio (SDR) for detection of astronomical signals.

CONFERENCE ACCEPTANCE LETTER

235th Meeting of the American Astronomical Society - Poster Acceptance Notice

aas@support.ctimeetingtech.com

To: [REDACTED]

Dear [REDACTED]

Thank you for your recent **Research Contributed** submission, ID **1728**, entitled "**HARDWARE.astronomy: Repair and Refurbishment of the Small Radio Telescope**" for the 235th Meeting of the American Astronomical Society, 4-8 January [REDACTED] at the Hawaii Convention Center. We are pleased to inform you that your abstract was accepted for the meeting.

Poster presentations are displayed Monday–Wednesday of the conference and only on Thursday for Special Sessions with associated poster session. and may be hung up in the morning hours following directions on the meeting website and meeting materials.

To foster focused discussion, the AAS Vice Presidents request that you plan to stand by your poster during your assigned Highlighted Poster Session. Please click below for additional details related to scheduling, etc.:

<https://e.ctt.bz/e.asp?e=40E12EEC-A2E4-4597-97D4-9586AA643427>

Please note, poster presenters are NOT required to be at their poster for the full day, but you may choose to do so if you wish. At a minimum, we request you stand near your poster during your assigned highlight session. **If you would like to keep your poster, please remove it by 6:30 pm on the day of your highlight session. Unclaimed posters will be recycled.**

iPoster presenters will also not be required to be at their poster for the full day and will be assigned to either a morning or evening poster session.

The maximum size your poster can be is 44" x 44". Push-pins will be provided. For detailed presentation instructions please visit: <https://aas.org/meetings/aas235/abstracts>.

The full science and events schedule is available at <https://aas.org/meetings/aas235/program>.

Abstract submission and registration are separate processes. Presenters must register by 10 December: <https://aas.org/meetings/aas235/register>.

If your plans have changed and you are unable to attend the meeting, please let me know as soon as possible so that I can remove your abstract from the program.

We look forward to seeing you in Honolulu, HI!

- The American Astronomical Society

RECOMMENDATION LETTER

This page intentionally left blank to protect the privacy of student and faculty.

AWARD LETTER

WINONA

STATE UNIVERSITY

DATE: [REDACTED]
 TO: [REDACTED]
 AWARD TYPE: Travel Support for Undergraduate Student Research and Creative Presentations
 PROJECT TITLE: [1534475-1] HARDWARE.astronomy: Repair and Refurbishment of the Small Radio Telescope
 AWARD AMOUNT: \$600

Congratulations! The Deans' Council has approved your request for a Travel Support for Undergraduate Student Research and Creative Presentations Grant to support presentation of your work.

By copy of this memo, Budget Director Stacey Matthees is advised that a cost center with the WSU Fiscal Affairs Office be established in your name.

Please carefully read the following:

- Your faculty sponsor will receive your cost center number within 10 days of this letter
- This cost center number must be used on all travel requests and reimbursement forms filed with the Business Office
- Before paying any registration fees or making any purchases, contact Business Office Travel Director [Julie Erickson](#) (Somsen 106, 457-2945)
- Your faculty sponsor and/or the Business Office Travel Director can help you complete a [Travel Request Form](#) or [Student Travel Reimbursement Form](#)
- You must submit **itemized** receipts for all your expenses in order to be reimbursed
- If you receive university funding as reimbursement for travel or research, you must submit [IRS Form W-9](#) to the Business Office
- Travel funds may only be expended for the approved trip and must not exceed the amount of your award

Within five (5) days after the conclusion of travel, you must submit the attached Student Travel Reimbursement Form with itemized receipts to the Business Office Travel Director. Within 10 business days of the conclusion of the travel, a copy of the conference presentation in electronic format is due in Grants & Sponsored Projects (Maxwell 155).

Please review the WSU Grant Policy for Travel Support for Undergraduate Student Research and Creative Presentations [Policy 3-25](#) for other requirements involved with accepting this grant.

Winona State University
 P.O. Box 5838
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