

Travel Support for Undergraduates' Scholarly Presentations or Performances
Academic Year: Fall 2021, Spring 2022, and Summer 2022
Deadlines: October 8, 2021; February 11, 2022; and May 6, 2022

Please follow the checklist below to complete your application for travel funds:

- Complete the Request for Undergraduate Travel Funds form** (pages 2-3 of this packet) electronically; then print a paper copy.
- Obtain signatures** from your faculty mentor, department chair and dean (see page 3).
- Attach** the following documentation (**required for all applicants**):
 - Invitation or Acceptance Letter** to present/perform at the conference (**If this has not been received by the due date for submission**, please make a note of that and instead attach the letter to your Travel Reimbursement Request.)
 - Abstract** of your research presentation or description of your performance
 - Signed** copy of the **Expectations for Professional Conduct form** from **each presenter** requesting funding (page 4 of this packet)
- Provide any additional documentation specific to your situation** (e.g., committee approvals, University Travel Authorization form), as specified on pages 2-3. If you are not certain whether one of these requirements applies to you, please ask your faculty mentor.
- Submit all of the above to the Undergraduate Research Office**, Dinkins 222, University College by the appropriate deadline (listed at the top of this page).

Note: Students who receive travel funding are **expected** to [submit their abstracts](#) for inclusion in *Undergraduate Scholarship and Creative Activity 2022* and to **share their work on campus** in our Sixth Annual Showcase of Undergraduate Research and Creative Expression ([SOURCE](#)), to be held on **Friday, April 15, 2022**. Online abstract submission will begin on **November 1, 2021, and continue through March 14, 2022**. Please mark your calendars and plan to participate in both activities.

Please feel free to contact the Undergraduate Research Office with questions at 323-3397 or uresearch@winthrop.edu

Request for Undergraduate Travel Funds

Primary Undergraduate Author Requesting Funding

Name: _____ Winthrop ID#: _____ Anticipated Graduation Mo/Yr: _____
 Degree Program or other special program (Honors, McNair, INBRE): _____
 Local Street Address: _____ City: _____
 State: _____ Zip Code: _____ E-mail Address: _____
 Local Phone Number: _____

Undergraduate Coauthors Requesting Funding

Name: _____ Winthrop ID#: _____ E-Mail: _____
 Name: _____ Winthrop ID#: _____ E-Mail: _____
 Name: _____ Winthrop ID#: _____ E-Mail: _____

Faculty Mentor/Advisor: _____ Faculty Mentor/Advisor Department: _____

Title of Presentation or Performance: _____

Name of Conference: _____

Type of Activity: Poster Presentation Oral Paper/Presentation Performance

Location of Conference: _____

Dates of Travel: _____

Estimated Costs of Trip: <i>(Enter whole dollars only. Do not enter the dollar sign or commas.)</i>		Registration Fee
		Lodging
		Meals
		Transportation; Mode of Transportation: _____
		Other; Describe: _____
	0	Total

NOTE: In order to request **pre-payment** (rather than reimbursement) of expenses, or to request funds other than those administered by the Undergraduate Research Office, you will **additionally** need to complete and submit a **University Travel Authorization form**, which you can access at <https://www.winthrop.edu/controllersoffice/ap-travel-authorization-overview.aspx>

Authorizations for Research Involving Human Subjects, Vertebrate Animals, and/or Biohazards

In order to receive funding, you must abide by all laws and regulations that govern research with humans, vertebrate animals, and bio-hazardous materials. You and your faculty mentor are responsible for obtaining authorization from the appropriate university committees. See the [Grants and Sponsored Research Development](#) website for policy guidelines and review forms.

Does this research project involve the use of humans, vertebrate animals, or biohazardous materials?

Yes; check the appropriate box(es) below. **No**; skip to the Student Certification section.

Submitted to GSRD*	Approved/Exempted by GSRD*	Committee
<input type="checkbox"/>	<input type="checkbox"/>	Institutional Review Board (IRB) – Research involving human subjects
<input type="checkbox"/>	<input type="checkbox"/>	Animal Care and Use Committee (IACUC) – Research involving vertebrate animals
<input type="checkbox"/>	<input type="checkbox"/>	Biosafety – Research involving recombinant DNA and/or other biohazardous materials

***Attach approval letter(s) from appropriate institutional committee(s). If approval is pending, attach submission confirmation from the committee**

Student Certification: I promise to represent Winthrop University in a responsible and professional manner while attending this conference. I understand that I will have to complete a Travel Reimbursement form and provide original receipts for all expenditures in order to receive reimbursement.

Signature of Student

Date

Showcasing your scholarly work on campus: Students who receive travel support are **expected to:**

- [Submit their conference abstracts](#) for inclusion in our printed compilation, *Undergraduate Scholarship and Creative Activity 2022*.
- Present their work on campus in our Annual Showcase of Undergraduate Research and Creative Endeavors ([SOURCE](#)), to be held on **Friday, April 15, 2022**.

Please mark your calendars and plan to take advantage of both these opportunities! Abstracts will be accepted on our online submission site from **November 1, 2021 through March 14, 2022**.

Approvals

Signature of Faculty Mentor or Advisor

Date

Signature of Department Chair

Date

Signature of Dean

Date

To be completed by the Undergraduate Research Office

Approved: Director of Undergraduate Research or
Dean of University College

Account Number

Amount Awarded

Payments Processed: _____

Notes: _____

Expectations for Professional Conduct

Winthrop University is pleased to support your travel to attend and present/perform your scholarly work at a conference! We value the professional development of our students and faculty and we celebrate opportunities to share the excellent research and creative activities underway at Winthrop with colleagues from around the world.

While you are away from campus, please remember that you are a representative of Winthrop University at all times – when you are presenting your work, attending conference events, or relaxing between conference activities. To ensure that Winthrop maintains a reputation for excellence, it is imperative that you behave professionally in all situations.

Please review the specific expectations below:

1. You are expected to present your work at the time and in the manner prescribed by the conference. Failure to do so may result in a loss of funding; if appropriate, you may also be required to reimburse the institution for any costs already incurred.
2. You are expected to dress professionally, as appropriate for the specific conference you are attending. Please speak to your faculty mentor if you are unsure about appropriate attire.
3. You are expected to abide by all conference guidelines regarding your conduct. Remember that you represent not only yourself, but also your faculty mentor, your department, college, and Winthrop University.
4. You are expected to attend the conference on each day for which you receive funding. Note that you have received funding not only to present/perform your work, but also to engage in the professional experience of attending other presentations and interacting with your colleagues. In fact, these are some of the most important reasons for conference attendance.
5. You are expected to minimize the costs associated with conference attendance by sharing transportation and lodging expenses when possible.
6. You are expected to respect the property and rights of the hotel, the conference venue(s), and all participants and guests.
7. You are expected to abide by all federal and local laws. Please be aware that, in some states, all residents of a hotel room may be prosecuted if underage drinking occurs in that room. Also, in some states, possession of even an unopened container of alcohol is illegal for a person under the age of 21.
8. You are expected to complete your Travel Reimbursement form and provide the required supporting documentation in a timely manner (instructions to be provided by the Undergraduate Research Office). You will not receive reimbursement until this is complete. Failure to submit the completed paperwork and original receipts in a timely manner may result in a loss of funding.

I have read and understood these expectations. I agree to abide by these guidelines and the Winthrop University Student Conduct Code (<https://www.winthrop.edu/studentconduct/winthrop-university-student-handbook.aspx>).

Student Printed Name

Student Signature

Date