**Office for Undergraduate Research & Creative Activity**

**Undergraduate Student Travel Award Application**

The Office for Undergraduate Research & Creative Activity provides partial funding for NAU undergraduate students or groups to attend, present, compete, or accept awards at regional, national, or international conferences.

**Eligibility**

* Travel for an individual undergraduate student or student group **to attend** a professional or scholarly conference, to **present** their invited scholarly or creative work**, to accept** anaward from a professional organization or academic institution, or **to attend academic competitions** at the regional, national, or international level.
* The applicant(s) are undergraduate students in good academic standing at the time of application and at the time of travel.
* **If presenting, receiving an award or competing:** The applicant(s) have received written confirmation from the sponsoring organization of the applicant’s acceptance to make a presentation, receive an award, or compete.
* **If attending:** The applicant must be attending the conference with a faculty representative from the university.

**NOTE: Students may receive only one travel award per academic year (July 1 – June 30). A maximum of two students will be funded for group travel or to present the same research for a collaborative project.**

**Complete applications are reviewed on the 15th of each month, for travel after the 1st of the following month.**

**Student Name:**

(This student will be the primary contact if the application is for a group or organization)

**Group or NAU Organization (if applicable):**

**Student NAU Email Address:**

**Preferred Telephone Number**:

**Undergraduate:** [ ]  **Anticipated Date of Graduation:**

**NAU Department:**

**Department Box #:**

**Name of Faculty Sponsor:**

**Sponsor’s Email:**

**Name of Conference or Event:**

**Location**:

**Event website**:

**Dates of Travel** (mm/dd/yy):       through

**Poster/Abstract/Project/Event Title**:

**Brief description** of the scholarly activity and explain why this travel opportunity is important to your scholarship or degree program (Limited to 400 words). [mandatory]

**Required PDF Attachments**

* Copy of your acceptance letter or email to present, receive an award, or compete.
* Copy of your current unofficial transcript
* For a group application only: A list of participating student names, their email addresses, and academic status (e.g., undergraduate)

**Applications without these documents will NOT be considered complete.**

**Note: This award cannot fund (1) faculty/chaperone expenses.**

**Itemized Costs (as totals for all participants):**

* Airline travel to/from the event (if applicable): $
* Local travel (taxis, Uber, shuttle – if applicable): $
* Event registration fees, if applicable: $
* Lodging (maximum 2 nights): $
* Per diem: $

**Total Request: $**

**Budget Justification:** Explain the costs itemized above (e.g., cost estimate of airline ticket(s); registration fee category; cost of lodging per night x # rooms x # nights; per student costs, if a group application). [mandatory]

**Other Funds:** List any other funding that has been (or will be) obtained for this activity. (Do not list personal funds.)

Source       Amount

Source       Amount

Source       Amount

Source       Amount

Check the appropriate box: [mandatory]

* I understand that this application will be submitted to the Office for Undergraduate Research & Creative Activity only after my faculty sponsor has approved it. YES [ ]
* I understand that travel expenses are processed on a reimbursement basis by my department’s travel liaison after travel is complete. YES [ ]
* I understand that travel expense receipts must be submitted to my department’s travel liaison within 5 days after my return. YES [ ]
* I understand that a travel report is due to the Office for Undergraduate Research & Creative Activity within 10 days of my return from the trip. YES [ ]

**STUDENT APPLICANT FORM ENDS HERE.**

**Student now sends ALL required documents (this form and required PDF attachments) to the faculty sponsor for review, completion of Faculty Approval section. The Faculty Sponsor must forward the complete STA packet to** **ug-research@nau.edu** **.**

**NOTE: It is the student applicant’s responsibility to confirm that the faculty sponsor has completed this process.**

**Faculty Approval of**

**Undergraduate Student Travel Award Application**

**Name of Faculty Sponsor:**

**Sponsor’s Email:**

**NAU Department:**

**Department Box #:**

**Name of Department Travel Representative:**

**Other Funds:** List any other funding source that you have at your disposal to help support this trip.

Source       Amount

Source       Amount

**Brief description** of your relationship to the student applicant(s) and the significance of the conference or event. (Limited to 100 words). [mandatory]

Check the appropriate box: [mandatory]

* I understand that this student’s Travel Award application will be submitted to the Office for Undergraduate Research & Creative Activity only after I’ve approved it. YES [ ]
* I agree that the budget provided is reasonable. YES [ ]
* I understand that a Transfer of Expense request must be processed by the department’s travel liaison within 20 business days following this travel. YES [ ]
* **If student is requesting funds to attend (not present):** I confirm that I or another faculty member will be attending the conference with the student. YES [ ]

If you are not attending, please provide the name of the faculty member who will be attending. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMIT APPROVAL**

**The Faculty Sponsor must forward the complete STA packet (this form, acceptance to present, PDF of unofficial transcript, & group list, if applicable) to** **ug-research@nau.edu** **.**