

## Conference and Travel Grant Application

Viterbo University's Office of the Academic Vice President has established a fund to help undergraduate students pay expenses incurred by participating in regional, national, and international conferences and other research-related travel. The maximum award is \$200.00; the award amount varies depending on strength of application, conference location and fees, and other funding sources. Awards are given on a first-come, first-serve basis with half of the grants disbursed during the fall semester and half during the spring semester. All award recipients are expected to submit a 1-2 page (2" margins, single-spaced, 12-point font) reflection following their experience. Reflection should include details about the conference, knowledge that was gained through your participation, how you might apply that knowledge in future endeavors, and/or insights gained regarding your research or the process of presenting your research. Photos of you presenting your work (for use in program materials and marketing) are appreciated, if you are willing to share them.

### Please note the following:

- Awards are made for participation in conferences or professional meetings **during the academic year in which the application is received and the summer directly following**. Generally speaking, grants are for students who will be presenting research or creative works; in some circumstances, funds may be available for conference or meeting attendance (though you'll need to make your case!). Funding is available on a first-come, first-serve basis until funds are exhausted.
- Students must be in good academic standing and currently enrolled undergraduates at the time of travel. (Please note: May and August graduates cannot receive funding for conferences occurring after the May graduation date of their graduation year).
- If multiple students are attending the same conference, each should complete their own application.
- In general, a student may receive this grant **once per academic year**.
- Requests for funding must be made **at least 2 weeks in advance** of the travel dates.
- The application form (see reverse) is to be completed by the student making the request, not by a faculty or staff member.
- The awards are generally **reimbursements** made after the conference once appropriate documentation has been submitted. Please contact Kirsten Gabriel at [kkgabriel@viterbo.edu](mailto:kkgabriel@viterbo.edu) if you have questions or concerns.
- Students are required to submit **ORIGINAL RECEIPTS** following the event. If you have questions about the nature of receipts you will need to obtain, please inquire as soon as the question arises.
- Completed applications and supporting material should be submitted to the Office of the Academic Vice President in 230 Murphy Center. Well-organized receipts and reflection should be submitted to the Office of the Academic Vice President within 30 days of returning from the conference.

**Questions? Please contact Kirsten Gabriel at [kkgabriel@viterbo.edu](mailto:kkgabriel@viterbo.edu).**

## 2011-2012 CONFERENCE and TRAVEL GRANT APPLICATION

First Name	
Last Name	
VUID #	
Primary E-mail	
Major(s)	
Local/Campus Address	

### Conference or Event Information (if applicable)

Name of Event	
Dates of Event	
Event Location	

### Project Information

Are you presenting your research/creative work?      Yes  No

If so, please indicate the type of presentation below:

Have you received this grant previously?      Yes  No

Attach a 1-2 page explanation of how your attendance or participation benefits your professional, personal and/or career development and Viterbo University. If you are making a research/creative works presentation, please include a description of your presentation.

### Estimated Expenses

<i>Item</i>	<i>Amount</i>	<i>Comments</i>
Registration Fee		
Lodging		
Meals		
Other costs (please indicate):		
Travel (please indicate mode of travel below): <input type="checkbox"/> Air <input type="checkbox"/> VU fleet vehicle <input type="checkbox"/> Personal Car <input type="checkbox"/> Other (please list) _____		
Other expenses (please list):		
<i>Other Funding Sources (Pending or Received)</i>	<i>Amount</i>	<i>Comments</i>
<b>TOTAL REQUEST</b>		

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Research/Creative Works Advisor Name (please print): \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_