

BRIDGEWATER STATE UNIVERSITY
ADRIAN TINSLEY PROGRAM FOR UNDERGRADUATE RESEARCH (ATP)
STUDENT TRAVEL GRANT APPLICATION FORM (revised 2 SEPTEMBER 10/KMF)

Please print or type clearly. Unreadable or incomplete applications will not be evaluated.

Name (print): _____ Banner ID#: _____

Honors Yes _____ No _____

Permanent Address:

Birthday: _____
Month Day Year

BSU e-mail: _____

Phone #: _____

Major: _____

Faculty Mentor: _____

Faculty Mentor's Department: _____

***Note: All official correspondence will be via your BSU email address only*

Name of conference, location, and inclusive dates of travel (please attach a copy of the conference announcement or program cover that shows dates and location):

Title of your presentation and the names of all co-authors (please attach official documentation confirming your participation such as the conference page that shows your name or a confirmation letter/email from the conference organizer).

Expected Graduation Date _____

Academic standing at the time of the proposed travel:

() Freshman () Sophomore () Junior () Senior

Important – If you already received an ATP Travel Grant for the current academic year, please supply the name of the conference, title of your presentation, and attach a copy of the abstract you submitted.

Travel Expenses. The only expenses covered by ATP Travel Grants are: transportation, hotel, meals, registration fees, and use of personal automobile (\$ 0.50/mile (effective 1 January 10), reimbursement is not allowed for gas purchases). Rental cars are not an allowable expense. All expenses are handled as reimbursements to the student (see ATP web page for guidelines and reimbursement forms).

Budget Categories

Amount Requested

Conference registration fee: \$ _____

Air or Rail travel (please attach your itinerary) \$ _____

Lodging: \$ _____

(Please list the name and address of hotel and cost of room per night):

Personal Auto Mileage: Estimated #miles _____ x \$0.50 = \$ _____

(Please indicate starting and ending destination below. Note: Starting destination must be either your home address or BSU, whichever is closest to your final destination):

(Effective 10/14/09)

Meals: Students receive a maximum of \$27.00 per diem for meals (no receipts required), but you must complete the table below. Meal reimbursement is pro-rated based on your travel itinerary. For example, if your flight leaves home at 11:00 AM, you can not claim breakfast for that day. Meals provided as part of a conference registration fee are excluded from your reimbursement. As this is BSU sponsored travel, you will not be reimbursed for alcoholic beverages.

Date	Breakfast (\$6.00)	Lunch (\$9.00)	Dinner (\$12.00)	Total (\$27.00)

TOTAL AMOUNT REQUESTED FROM ATP \$ _____

Other sources of funding. Students are asked to inquire if the conference makes available travel grants-in-aid for undergraduate students, women, or underrepresented groups (ATP can help you apply for these). You must also ask your major department chair and your research mentor if they have budget or grant funds available to partially support your travel. Please note that such support is **not** a requirement to qualify for ATP funding.

(Signature of research mentor required) Research mentor's signature indicates approval of the proposed travel, and the suitability of this conference for the presentation of undergraduate research. The research mentor is eligible to receive a reimbursement of up to \$150.00/student presenter, up to a maximum of \$450.00, in support of his/her travel to the same conference.

GUIDELINES FOR ATP TRAVEL GRANTS. ATP Travel Grant awards are dependent upon your agreement to each of the following program requirements:

1. Applicants must have already been accepted to present their work at a conference at the time of submitting a Travel Grant application, and **must include official notification from the conference organizers to this effect** (letter, e-mail, etc.).
2. Applicants must be full- or part-time undergraduate students enrolled at BSU at the time the travel takes place. However, students who have graduated may have up to an additional three months to complete their conference travel.
3. The applicant must be the presenting author on the presentation. As travel funds are limited, ATP can only support the travel of one author per presentation.
4. Travel grant awardees are required to give their conference presentation at the BSU Symposium in April.
5. The ATP Advisory Board will make every effort to fund conference travel fully, but applicants may not be funded for their entire expenditure if there are insufficient funds. ATP is currently funding student travel up to a maximum of \$1,000.00. **Students may only apply for one ATP Travel Grant in support of a particular research.**
6. The only expenses covered by ATP Travel Grants are: transportation, hotel, registration fees, and use of personal automobile (\$ 0.50/mile, reimbursement is not allowed for gas purchases). **Rental cars are not an allowable expense.** All expenses are handled as reimbursements to the student. All reimbursement forms and guidelines are available on the ATP web page.
7. The proposal must include (please initial):
 - _____ A completed ATP Travel Grant Application form;
 - _____ A completed ATP Travel Grant Contract form;
 - _____ A copy of the conference announcement or program cover that shows dates and location;
 - _____ Documentation confirming your participation such as a copy of the conference page that shows your name or a confirmation letter/email from the conference organizer);
 - _____ The abstract for your presentation;
 - _____ Completed budget information.
8. Travel funds cannot be applied to a trip other than that requested in the original application. If the applicant is unable to travel as planned, he or she should notify the ATP coordinators as soon as possible. If subsequent travel is to be undertaken, a new application must be submitted.
9. **IRB**
Does your Course Grant application require Institutional Review Board (IRB) approval? Yes No
If yes, please indicate whether:
 - an IRB application has been made by the time of the grant submission, and
 - the IRB approval is in place at the time the ATP Grant Review Committee deliberates.
10. Applications for student travel funds may be submitted at any time, but it is strongly recommended that applications be received at least six weeks prior to the proposed travel date. **Completed forms should be submitted to Kathy Frederick, Office of Undergraduate Research, Room 200, Maxwell Library.**
Award notification will be made by email within one week of submitting the ATP travel grant application.

All of the information that I have provided in this application is accurate and complete.

Applicant's Signature

Date

ATP Coordinator Approval

Date