

Undergraduate Research and Creative Activity Travel Grants

Eastern Connecticut State University

Limited travel funds are available for Eastern Connecticut State University students to present their undergraduate research or creative activities at a professional forum. At Eastern, these activities are defined as:

Original intellectual or creative contributions to the student's discipline carried out in conjunction with a faculty mentor, culminating in formal review of that work through presentations, exhibitions, and/or publications.

The work students wish to present must meet all aspects of this definition. Thus, it must be work undertaken with an Eastern faculty mentor on a project appropriate to one's discipline. Internships are not considered appropriate unless they can be shown to meet the criteria above. Students who wish to attend a conference without presenting, are ineligible for these funds and should work with department clubs to secure funding. Only students who are currently enrolled at Eastern are eligible for funds.

Award Amount:

Award amounts are limited to \$1,000 per department/year (excluding COPLAC, NCUR and Posters on the Hill travel), unless more funds become available. The award request should not exceed the cost of travel. As with all state travel, applicants must document that flying is necessary and more cost-effective than driving. Department applications should be coordinated to avoid exceeding the maximum total of \$1000.00. If a single student is recommended for funding for the full \$1,000.00, the mentor must support and justify that request in the application (e.g. prestige of the conference/event, contribution to the discipline). In order to avoid duplication of awards, students who may receive funds from other sources (departments who have received research funds or students who are receiving funds from other sources) should attempt to access those funds prior to applying for this grant. If they have been denied funds, this should be documented and discussed in the narrative from the mentor.

Money will be reserved on a first-come basis, until funds are depleted. Students applying after all money has been committed will be placed on a wait list, pending availability of new funding sources. All funds must be used before the end of the fiscal year. These grants are competitive in nature and submission does not guarantee funding. Applications should be submitted only after the presenter has received acceptance to the conference/exhibition.

Application Procedure:

Please follow the guidelines below to insure submission of a successful application:

1. **Type** and print out the following application completely and accurately.
2. Provide documentation of the conference name, dates, and location (for example, a printout of the conference's homepage).
3. The letter or email stating that the presentation has been accepted must also be submitted for consideration.
4. Complete the application budget.
5. Provide documentation of all costs listed in the budget. If they are unavailable at the time of application, please indicate that they are an estimate.
6. Prior to travel, please provide documentation of your presentation. This can be a printout of the conference schedule or program from the conference's website that lists your presentation/exhibition.
7. A State Travel Authorization Form **must** be completed and submitted with the application.
8. Submit 1 hard copy of the forms and all supporting documentation to Carlos A. Escoto, Ph.D. (escotoc@easternct.edu), Psychology Department.

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Applicant and Mentor:

Student Name:

Student ID:

Eastern E-mail (will be used to contact student):

Phone Number:

Class: First-year Sophomore Junior Senior Continuing Education

Academic Department:

Faculty Mentor:

Conference:

Conference Name:

Conference Location:

Travel Dates:

Presentation Title:

Type of Presentation: Conference (research)
 Exhibit (visual art)
 Performance (performing art)
 Other:

Student Applicant: In the space below, please provide an 1) an abstract or description of what you intend to present at this conference and 2) justify how this meets the definition of Undergraduate Research and Creative Activities provided on page 1. (Submit additional pages if necessary).

Mentor : In the space below, please provide a 1) an evaluation of the project submitted (e. g. quality of work, contribution to the discipline) 2) justification for the conference/exhibition proposed and 3) benefits of the presentation to the student's academic work and future goals. (Submit additional pages if necessary).

