

WSU GRANT APPLICATION: TRAVEL SUPPORT FOR UNDERGRADUATE
STUDENT RESEARCH OR CREATIVE PRESENTATIONS

Applicant's Name _____ Date _____

Email address _____ Local Phone Number _____

Major _____ Minor _____

Total Semester hours earned at the time of application _____

Expected date of graduation _____ Faculty Sponsor _____

Title of Presentation/Paper

Name of Conference _____

Date of Conference _____

Location of Conference _____

Total Amount of Funds Requested for this Presentation _____

Have you received travel support for a research/creative project presentation before? _____

If so, when? _____ For what amount? _____

Have you received a research/creative project grant before? _____

If so, when? _____ For what amount? _____

The student-authored proposal must include: 1) an abstract of the paper or project to be presented, 2) written confirmation from the conference sponsor(s) that the student's papers or project has been chosen, 3) the detailed travel budget form (State of Minnesota maximums covering expenses must be followed.), and 4) a letter of endorsement from a faculty sponsor familiar with the student's project.

Applicant's Signature _____ Date _____

Faculty Sponsor's Signature _____ Date _____

Note: An electronic copy of the presentation made must be filed within ten business days of completion of the travel with Academic Affairs via the Office of Grants & Sponsored Projects (npetrson@winona.edu).

DETAILED TRAVEL BUDGET FORM

Complete using categories that apply and adding others as appropriate. Provide an explanation/justification where noted.

\$ _____ **Ground travel** - Explanation: _____ miles @ \$ _____

_____ **Air fare**

_____ **Lodging** - _____ days @ \$ _____

_____ **Per diem** - _____ per day for _____ days

_____ **Registration Fees**

_____ **Presentation Supplies** - Explanation: _____

_____ **Audiovisual Supplies** - Explanation: _____

_____ **Printing: On Campus** - Explanation: _____

_____ **Office Supplies** - Explanation: _____

_____ **Copy Machine Fees** - Explanation: _____

_____ **Other** - Explanation: _____

\$ _____ **TOTAL REQUESTED**

To calculate the total automatically, enter a zero on each line that does not have a number on it.

Click on the line where you would enter the total requested.

On the **Table** menu, click **Formula**.

In the box for the formula, enter **=SUM(ABOVE)**.

Click **OK**.

Submit a signed paper PDF copy of the proposal electronically at least thirty days in advance of the conference starting date, to the Provost/Vice President for Academic Affairs via the Office of Grants & Sponsored Projects (npeterson@winona.edu).