OUR-UNLV Travel Funding Application Guidelines and Instructions: Out-of-Cycle Applications

A complete application packet that meets the criteria outlined below is required to be considered for OUR-UNLV Out-of-Cycle travel funding.

I. Student Eligibility

- Only students who were unable to apply for Travel Funding before the Spring/Summer Cycle deadline, due to unavoidable circumstances beyond their control, are eligible to apply for Out-of-Cycle funding.
- Only officially admitted UNLV undergraduate students who are currently enrolled in a recognized undergraduate degree program may apply for the travel award.
  o Funding will not be awarded to students who will have graduated prior to the start of the semester for which they are applying (e.g., funding for Summer 2016 travel will not be awarded to students who graduated in the Spring 2016 semester)
- Only students in good academic standing will be considered for travel funding
- The work being presented must have been completed under the guidance of an NSHE academic faculty member
- Where required, all approvals for the ethical conduct of research and safety in research must have been obtained for the project being presented
  o IRB approval for work with human subjects
  o IACUC approval for work with animal models
  o RMS training for research safety

II. Deadlines

OUR-UNLV Out-of-Cycle Travel Funding applications are accepted continually, with a rolling deadline of the first of each month, and all applications submitted by the first of each month will be reviewed shortly after this deadline. Out-of-Cycle applications must be submitted prior to completion of the travel for which funding is requested. This award is available to support travel during the Spring 2016 semester and Summer 2016 term, so travel supported by this award must be completed between January 19, 2016 and August 28, 2016.

III. Fraudulent Documentation Submission

All applications must be the original work of the applicant. Repeat or duplicate applications, and applications with sections duplicated from any other application will not be considered for OUR-
UNLV Travel Funding (even where individuals in a group are applying separately for their part in the same presentation). The presentation of false or otherwise incorrect information will lead to immediate disqualification of the application, suspension of any further OUR-UNLV funding, a freeze on any existing OUR-UNLV funds account, the immediate repayment of any funds utilized toward the above mentioned travel, and the student will be referred to the Office of Student Conduct for further consideration.

IV. **Funding Limitations and Non-Covered Items**
- Only one application per applicant may be submitted.
- Each application may request funding for a single event.
- No individual shall receive more than five hundred ($500.00) dollars per award.
- Professional organization membership is not permissible and, therefore, cannot be covered by the travel award.

V. **Acknowledgement**
The presentation should include an acknowledgement to the UNLV Office of Undergraduate Research.

VI. **Required Application Items**
Application materials should be submitted through the online submission form which can be found [here](#). All information in the form must be filled in completely, and all required items in Sections 2 - 5 below must be saved as a single PDF and uploaded in the submission form. Section 6 (faculty research mentor letter of recommendation may be included in your application packet or sent by your research mentor separately to OUR-UNLV at our@unlv.edu. Applications missing any component are considered incomplete and therefore will not be considered for OUR-UNLV travel funding.

**Section 1: Submission Form**
The submission form can be accessed using this link. All sections of the form must be completely filled in.

**Section 2: Explanation of Activities** (1 page maximum)
A strong project description/explanation of activities section is coherent, well-organized and includes the following:
- A concise summary of the research, scholarly, or art project being presented
• An explanation of your role in the project being presented (e.g., your contribution to the design, methods, data collection, etc.; for performance/visual arts, your contribution to the development, creation, performance, etc. of the project)
• A description of the aims, methodology/process, and results of the project being presented
• An explanation of the significance of the project being presented to your field of study, UNLV, and the community
• Your planned activities during the conference/event
• A brief statement of the intended use of the funds (e.g., travel to the conference/event, lodging at the event, conference registration, etc.)
• An explanation of why OUR-UNLV should support your conference/event travel, including discussion of how this support would benefit OUR-UNLV, your department, and the university

Section 3: Explanation of Out-of-Cycle Status
A brief statement must be included that explains why you were unable to apply for Travel Funding during by the regular Spring/Summer Cycle deadline. Reasons that will not be accepted include being unaware of OUR-UNLV Travel Funding prior to the deadline, forgetting to apply by the regular cycle deadline, and being too busy to apply by the regular cycle deadline.

Section 4: Acceptance Letter/Email
Include a copy of your presentation acceptance letter (often sent to you by the conference via email).

Section 5: Itemized Budget
A detailed, itemized, and justified budget that outlines the cost of attending the conference/event and specifies the amount of funding requested. A sample budget is included below at the end of this document as an example. A strong budget section is:
• Neat and organized, preferably arranged in a table
• Itemized
  o Break down items requested by unit price, number of units, and total price for each item
    ▪ For example, the cost per night, number of nights requested, and total cost for the duration of your stay should all be included when listing hotel accommodations
• Detailed
  o Describe each item in detail
    ▪ For example, for an item listed under the “Travel” section might be described as “Roundtrip airfare from Las Vegas, NV to San Francisco, CA on Southwest Airlines”
• Supported with a justification section
  o Explain why you chose to include each item (why is the item necessary for attending this conference/event)
  o Explain how the item was selected
    ▪ For example, a hotel might have been chosen because in a search using various travel search engines, it was the least expensive hotel in walking distance to the conference/event being attended
• Identifies additional funding sources and amounts, including:
  o previously awarded funding that will partially support this travel
  o funding for which an application has been submitted but you have not yet received a decision
  o funding for this travel for which you plan to apply
  o some examples of these funding sources are department or college support, university-wide scholarships, and external funding agencies (e.g., NSF, NIH, Fulbright)
• Supported with supplemental materials
  o This can include internet searches quoting prices for travel costs, hotel accommodations, poster printing, conference registration fees, etc.
    ▪ Include only the first two pages of each search
    ▪ Note that this does not replace the need for an organized, detailed, itemized budget with a justification
• When composing this section, please keep in mind that the committee is appreciative of applicants being attentive to finding the lowest costs and sharing expenses such as hotel and transportation costs with other students traveling to the same conference/event
• NOTE: Travel expenses - UNLV’s travel allowance may be used to calculate travel costs but preference will be given to applicants that find the least expensive rates. Please check the GSA website used by UNLV to determine per diem rates: http://www.gsa.gov/portal/content/104877

Section 6: Letter of Recommendation
One letter of recommendation and support from your faculty research mentor is required. Additional letters of recommendation will not be accepted. This letter can be included in your application packet with the materials in Sections 2 - 4, or sent to OUR-UNLV by your faculty research mentor at our@unlv.edu. A strong faculty letter is:
• Free of grammar and spelling errors
• Individualized and specific to the applicant’s strengths and their work
• Addresses the quality and value of the project or work being presented
• Addresses the importance of the student’s attendance/presentation at the conference or event
Section 7: Approval of Ethical Conduct of Research (if applicable)

Where required, all approvals for the ethical conduct of research and safety in research must have been obtained for the project being presented. If your project included research with human subjects, animals, or hazardous/dangerous materials, you must include the appropriate proof of project approval (IRB or IACUC), or proof of completion of related RMS safety training:

- IRB approval for work with human subjects
- IACUC approval for work with animal models
- RMS training for research safety