

Rebel RAMP Conference Travel Sponsorship Instructions and Information

I. Student Eligibility

Only undergraduate and graduate students who are participating in the Rebel Research and Mentorship Program are eligible for the Rebel RAMP Conference Travel Sponsorship Funding.

- Students must be in good academic standing (graduate student: minimum 3.5 GPA overall, undergraduate student: minimum 3.0 GPA overall).
- Only a paper or poster presentation that is **co-authored** will be funded.
- The funding may not be awarded to students prior to the start of the program.
- The funding may be awarded at any point during the program duration as well as one semester after the program ends.
- Both students must present at one of the University-level research forums. Failure to do will result in the mentor-mentee team being ineligible for the sponsorship funding.
- All program requirements must have been completed **in full and on-time** in order to receive the sponsorship funding,

II. Deadline

Graduate and undergraduate students must each submit the PDF packet containing:

- RAMP Conference Travel Sponsorship Cover Sheet
- Copy of the conference's letter of acceptance
- Copy of the abstract in the program book
- Itemized budget with receipts

The packet must be submitted to gradrebel@unlv.edu **within one month of returning from the conference**. An Access Grant will then be awarded to the student once the budget has been approved by the Rebel RAMP advisors.

III. Covered-Items

- Items that may be covered by the sponsorship funding include conference registration, airfare, lodging, transportation (only taxi/Uber/Lyft, buses, trams, and rail), and parking.

IV. Funding Limitations and Non-Covered Items

- No individual shall receive more than \$1000 in funding.
- You may only receive funding from a single source (i.e., the Rebel RAMP Sponsorship Funding), unless the cost of the conference travel is greater than \$1000.
- Only one sponsorship funding will be given out per student. Thus, we will only fund one conference.
- Professional organization membership, per diem, rental cars, and gas are considered non-covered items.

V. Acknowledgements

Any and all reports, papers, presentations, articles, and books resulting from the funded project should include an acknowledgement to the UNLV Graduate College Rebel Research and Mentorship Program.

VI. Required Items

- **Cover Sheet:** The cover page must be signed, dated, and all sections completely filled in. The cover sheet is available as an interactive PDF and all information should be typed onto the page (please no handwritten cover sheets).
- **Copy of the Conference's Letter of Acceptance**
- **Copy of the Abstract in the Program Book**
- **Itemized budget and receipts:** We require a detailed, itemized, and justified budget that outlines the cost of the entire conference travel. The itemized budget section should include:
 - A table that is neat and organized (see below for an example)
 - Break down of items requested by unit price, number of units, and total price for each item
 - Description of each item (For example, an item listed under the "Lodging" section might be described as "CAARI (Hostel fees and VAT)")
 - Each item must be supported with a justification section. Specifically, explain why you chose to include the item and how it was selected.
 - For example, going back to the Lodging section above, a strong justification section would look like: CAARI was chosen as it is one of the least expensive options in Nicosia. The intent of CAARI is to house researchers. As such, they have a graduate student rate. I would also agree to share a room so that I have the least expensive room rate. It is also convenient to stay at CAARI, since I will be using the library.
 - If the conference cost is greater than \$1000, please identify additional funding sources and the amounts being requested.
 - Support each of the itemized items with receipts

Example: Itemized Budget & Justification:

Travel Item	Description	Unit Cost	Total Cost	Amount Requested from GPSA
Airfare	Airline fees & taxes (American Airlines)	For 1 adult ticket (\$209.28 Base Fare + \$45.60 Taxes)	\$254.88	\$255
Student Registration Fee	Mandatory student registration fee	\$100 for student member	\$100	\$100
Lodging	Westin Boston Waterfront	\$182 /night (4 nights) for a single/double room	\$728	\$364
Transportation	Bus (Boston Logan Airport to hotel)	\$2.50 each way	\$5.00	\$5.00
Per diem	Local meals	\$64 per day (4 days in Boston)	\$256	\$0.00

Total requested from RAMP: \$724.00

Total projected costs: \$724.00 (not including per diem)

Note: I am not requesting funding from any other source.

Airfare: American Airlines was selected because it is the lowest fare (according to Student Universe). I have selected a flight that arrives in Boston on November 14, one day before the conference begins, because many of the flights on the first day of the conference (November 15) arrive in Boston late at night. I would like to see the plenary address. I will be leaving November 18, which is the final day of the conference. There are often interesting morning sessions, so I likely will take an afternoon flight back.

Student Registration Fee: The registration fee is mandatory. UNLV is not an ASOR-Member School. Thus, the registration fee for a student member is \$100.

Lodging: The Westin Boston Waterfront Hotel was chosen because this is the conference hotel. As such, they have an ASOR rate. I plan on sharing a room with a friend; thus, the cost for a 4-night stay is \$364 rather than \$728. It is convenient to stay at the conference hotel, since all conference activities will be taking place here. In addition, the conference is not located near any significantly cheaper hotels (see print out of map and supporting documents).

Transportation: Transportation via a bus is the least expensive option for traveling between Boston Logan Airport and the Westin Boston Waterfront Hotel. I have assessed taxi transportation costs (see handout) and one way is about \$20-\$25. Round trip transportation via a taxi would cost \$50, which is more than the cost of public transportation.

Per diem: Per diem costs were identified by the U.S. Department of Defense. Local meals are noted as costing \$64/ day. Please note that this cost has not been requested as part of this application for GPSA funding. I will use discretionary spending.