

OUR-UNLV Travel Funding Application Guidelines and Instructions

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

I. Student Eligibility

- This funding will be awarded to support travel for conference presentations or research activities only
- Only officially admitted UNLV undergraduate students who are currently enrolled in a recognized undergraduate degree program may apply for OUR-UNLV Travel Funding.
 - 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 2017 travel will not be awarded to students who graduated in the Spring 2017 semester)
- Only students in good academic standing will be considered for travel funding
- The travel must occur during the semester for which the funding application is submitted
- The research or project being conducted or 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
 - IRB approval for work with human subjects
 - IACUC approval for work with animal models
 - RMS training for research safety
- Recipients of this funding are required to present their work at one or more of the following events: the Spring Undergraduate Research Forum, the Fall Research Showcase, or the Summer Research Symposium. Failure to do so will result in suspension of eligibility for future OUR-UNLV Travel Funding.

II. Deadlines

The following deadlines apply to OUR-UNLV Travel funding for conference or research travel during the 2016-2017 academic year:

- Fall 2016 (travel from 08/29/16 - 12/17/16): Due by September 30, 2016
- Spring 2017 (travel from 12/18/16 - 5/13/17): Due by November 20, 2016
- Summer 2017 (travel from 05/14/17 - 08/27/17): Due by April 20, 2017
- Out-of-Cycle (ongoing): Due by the 1st of each month

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 an further OUR-UNLV funding, a freeze on any existing OUR-UNLV funds awarded, 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 per academic year.
- Only one application may be submitted for a specific event or activity.
- Each application may request funding for a single event or activity.
- 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 this travel funding.

V. Acknowledgement

Any presentation of the research conducted with this funding, or presentations where travel is supported by this funding 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 - 6 below must be saved as a **single PDF** and uploaded in the submission form. Section 7 (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: Cover Page

A completed, signed, and dated cover page must be included in your application. The Cover page can be found at the end of this document.

Section 3: Explanation of Activities (1 page maximum)

This section may be single spaced, and should be written with a minimum font size of 12 points and with one inch margins. 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 conducted or presented

- An explanation of your role in the project being conducted or 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 conducted or presented
- An explanation of the significance of the project being conducted or presented to your field of study, UNLV, and the community
- Your planned activities during the conference/event, or during your research travel
- A brief statement of the intended use of the funds (*e.g.*, travel to the conference/event/research site, lodging, conference registration, etc.)
- An explanation of why OUR-UNLV should support your conference/event/research travel, including discussion of how this support would benefit OUR-UNLV, your department, and the university

Section 4: Acceptance Letter/Email (for conference travel only)

Include a copy of your presentation acceptance letter (often sent to you by the conference via email). Applicants that have not yet received notification of acceptance may be provisionally awarded monies provided they submit proof of acceptance prior to the release of funds.

Section 5: Itemized Budget

A detailed, itemized, and justified budget that outlines the cost of attending the conference/event, or travel for this research activity, 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
 - 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
 - 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
 - Explain why you chose to include each item (why is the item necessary for attending this conference/event)
 - 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:
 - previously awarded funding that will partially support this travel
 - funding for which an application has been submitted but you have not yet received a decision
 - funding for this travel for which you plan to apply
 - 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
 - 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, or traveling for the same research activity
- **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: 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 or conducted. If your project includes 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

Section 7: 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 or conducted
- Addresses the importance of the student's attendance/presentation at the conference or necessity and importance of travel for the research activity

OUR-UNLV Travel Funding Cover Page

Please read this page thoroughly and initial next to each of the eligibility criteria to indicate that you understand and agree to these criteria. This signed and dated page must be included in your application packet in order to be considered for OUR-UNLV Travel Funding. Incomplete applications or applications that are missing the signed cover sheet will not be considered.

Initials Eligibility Criteria

_____ I acknowledge that I am currently enrolled in a recognized undergraduate degree program, and am in good academic standing.

_____ I acknowledge that I will be enrolled in a recognized undergraduate degree program during the semester for which OUR-UNLV Travel Funding is requested.

_____ I understand that my travel must occur during the semester for which the funding application is awarded.

_____ I understand that the project for which travel funding is requested must be/have been conducted under the direct guidance of a NSHE faculty member.

_____ I have obtained or will obtain IRB or IACUC approval prior to conducting research for this project (for projects involving human subjects or experimental animals only).

_____ I have completed or will complete RMS safety training prior to conducting research for this project (for projects involving hazardous materials only).

_____ I understand that recipients of this funding are required to present their work at one or more of the following events: the Spring Undergraduate Research Forum, the Fall Research Showcase, or the Summer Research Symposium.

_____ I understand that failure to present my research at one of the above mentioned research forums will result in suspension of eligibility for future OUR-UNLV Travel Funding.

I attest that all of the above information, and information contained in the attached application packet, is true and complete. I understand that the Office of Undergraduate Research may investigate any of the materials or statements presented in the application packet, and that the presentation of false information or failure to meet the eligibility criteria listed above and in the application instructions will lead to immediate disqualification of the application, and any pending OUR-UNLV funding may be rescinded.

Applicant Name (printed): _____

Applicant Signature: _____

Date: _____ / _____ / _____