

## Graduate Student Research/Conference Funding Application

The Office of Academic Affairs in collaboration with the University of Montevallo Graduate Council provides funds to graduate student researchers for reimbursement related to research or conference presentations in their field of study. Graduate students can apply for awards of up to \$500 to help defray the cost of scholarly work. The grant may be used for registration, travel, lodging, and related expenses. Awards in excess of \$500 for travel may be made if funds are available.

Students should complete the application and email the document to their research advisor. The advisor will then add a statement of support for the project. The completed application, in pdf format, can be sent to [grad@montevallo.edu](mailto:grad@montevallo.edu) with the email subject **Student Research Funding Application**. Questions can be emailed to [grad@montevallo.edu](mailto:grad@montevallo.edu).

### Eligibility

- Applicants must be students in good academic standing.
- Applicants must be engaging in a significant research activity or presenting a paper/poster at a scholarly or professional conference. Conference attendance only will not be funded.
- Applicants may apply while awaiting confirmation of acceptance to present; however, funds will not be issued until after the travel or research event has occurred. Documentation should be provided promptly after the travel or research event. If documentation is not received within 10 business days following the event, the award offer is cancelled.

### Other Information

- Funds awarded for travel may be used to cover expenses as outlined in the University Travel Reimbursement forms.
- Receipts, reimbursement form, and documentation of attendance should be submitted to the Kelli Lloyd in the Office of Academic Affairs, [klloyd5@montevallo.edu](mailto:klloyd5@montevallo.edu), within 10 business days of return from the conference along with a 250-word statement of your experience at the conference. The reimbursement form can be obtained from the administrative assistant your department/college.
- Students are awarded on a first-come, first-served basis. Applications are sorted in order of receipt date. Preference will be given to students who have not previously received Graduate Research Awards. The Graduate Council usually meets in September, October, November, January, February, March, and April. The Graduate Council Chair, [grad@montevallo.edu](mailto:grad@montevallo.edu), must receive all applications by the 5<sup>th</sup> of the month to be included on that month's agenda.

### Application Procedure

- For travel, a completed UM travel authorization form must be submitted along with the application. This form can be obtained from the administrative assistant in your department/college.
- A statement about how your research will benefit you and your professional goals
- An abstract (150-250 words) of your research
- Endorsement from your research advisor
- Itemized budget (if the request is solely for travel, the completion of the travel authorization is sufficient)
- A statement regarding how expenses exceeding \$500 will be funded

If you have any questions, please email the Graduate Council at [grad@montevallo.edu](mailto:grad@montevallo.edu).

# GRADUATE RESEARCH FUNDING APPLICATION

**Students should complete the application and email the word document to their advisor. The advisor will then add a statement of support for the project. The application should be saved in pdf format and sent to [grad@montevallo.edu](mailto:grad@montevallo.edu) with the email subject Student Research Funding Application. Questions can be emailed to [grad@montevallo.edu](mailto:grad@montevallo.edu).**

## PERSONAL INFORMATION

Name: \_\_\_\_\_

University ID (M#####): \_\_\_\_\_

Phone: \_\_\_\_\_ ForUM E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## RESEARCH INFORMATION

Department: \_\_\_\_\_

Degree: \_\_\_\_\_

Advisor/Referring Professor: \_\_\_\_\_

Research Topic: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

## RESEARCH/CONFERENCE INFORMATION

Title of Conference/Research Opportunity: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Title of Research Paper/Presentation: \_\_\_\_\_

Provide documentation of approval of the research proposal to present or indicate when approval of proposal is expected: \_\_\_\_\_

**OTHER INFORMATION**

Have you received a Graduate Research Funding Award before? \_\_\_\_\_

Will you be applying for any other forms of financial assistance? \_\_\_\_\_

If so, please describe. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The checklist below must be completed by the student.

Items required for application to be complete	Included	
	Yes	No
A completed application		
A statement about how your research will benefit you and your educational goals		
A research abstract (150-250 words)		
An endorsement of the supervising faculty member		
Itemized Budget and/or Travel Authorization Form		

**Endorsement to be completed by the research sponsor:**

I would like to recommend \_\_\_\_\_, a student in the \_\_\_\_\_, graduate program for consideration for a Graduate Research Funding Award.

\_\_\_\_\_  
Research Sponsor's Signature