



## UNDERGRADUATE RESEARCH TRAVEL AWARD APPLICATION

Purpose: This award supports undergraduate students presenting their original research at professional conferences. Awards are competitive and based on academic merit, quality of the research, and potential impact on the student's educational and professional development.

### SUBMISSION INSTRUCTIONS

1. Students complete all sections (Items 1–6).
2. Submit the completed Word document to your faculty advisor for review.
3. The advisor completes Section 7 (Faculty Endorsement and Evaluation).
4. Faculty Advisor submits the finalized application (saved as a PDF) to URProgram@montevallo.edu with the subject line "UR Travel Award Application."
5. Questions may be directed to tidwellc@montevallo.edu or URProgram@montevallo.edu.

### 1. PERSONAL INFORMATION

Name	
University ID (M#)	
Phone	
Email	
Address	

### 2. ACADEMIC & RESEARCH INFORMATION

Department	
Degree/Major	
Research Advisor	
Research Discipline	
Expected Graduation Date	

### 3. CONFERENCE INFORMATION

Title of Conference	
Location	
Beginning Date	
Ending Date	
Title of Research Presentation	
Type of Presentation (Poster, Oral, etc.)	

#### 4. PRIOR FUNDING AND SUPPORT

Have you previously received a UR Travel Award?  Yes  No

If yes, when and for what conference?

Have you received confirmation of acceptance from the conference organizers? If not yet, when do you expect notification?

Are you applying for or receiving any other financial assistance for this conference?  Yes  No

If yes, please describe (include amount and source):

#### 5. STUDENT STATEMENTS

A. Description of Research (150–250 words):

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B. Educational and Professional Impact (150–250 words):

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C. Budget and Financial Plan:

Provide an itemized budget of expected expenses and describe how you will fund any expenses exceeding \$400.

Expense Type	Amount (\$)	Funding Source (if applicable)
Registration		
Lodging		
Travel (airfare, mileage, etc.)		
Meals		
Other (specify)		
Total		

## 6. CHECKLIST

Copy of your conference application or acceptance	Yes / No
Abstract of research (150–250 words)	Yes / No
Student statements (Sections 5A & 5B)	Yes / No
Faculty Endorsement and Evaluation	Yes / No
Itemized budget (Section 5C)	Yes / No
Statement regarding funding beyond \$400	Yes / No
Curriculum Vitae (CV) [optional]	Yes / No
Copy of paper/poster to be presented [optional]	Yes / No

## 7. FACULTY ADVISOR ENDORSEMENT AND EVALUATION

Advisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_

### A. Advisor Statement of Support:

Please address: quality of research, readiness to present, alignment with academic goals, and potential for publication.

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### B. Evaluation Rubric (1–5 scale):

Quality and originality of research	Rating:	Comments
Clarity and completeness of application	Rating:	Comments
Potential educational/professional impact	Rating:	Comments
Student's preparation and professionalism	Rating:	Comments
Advisor's support and likelihood of successful presentation	Rating:	Comments
Other		

Overall recommendation:

Highly Recommend     Recommend     Recommend with Reservations     Do Not Recommend

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 8. COMMITTEE REVIEW AND SCORING (Internal Use Only)

Criterion	Weight	Score (1-5)	Comments
Research Quality	30%		
Educational/Professional Impact	25%		
Financial Need and Feasibility	15%		
Faculty Endorsement	20%		
Overall Presentation and Clarity	10%		

Total Score (out of 100): \_\_\_\_\_

Committee Decision:  Fund       Do Not Fund       Fund Partially (Amount: \$\_\_\_\_\_)

Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_