

**LYMAN BRIGGS COLLEGE**  
**STUDENT CONFERENCE TRAVEL AWARD: APPLICATION**

Name: \_\_\_\_\_ PID: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Major(s): \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street / City / Zip

Local Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Cumulative G.P.A.: \_\_\_\_\_ Total Credits Completed: \_\_\_\_\_

Conference Title/Location: \_\_\_\_\_

Conference Begin Date: \_\_\_\_\_ Conference End Date: \_\_\_\_\_

**On separate sheets:**

1. Itemize the travel expenses for which you are requesting funding.
2. Attach a copy of the original abstract submitted to the conference for which you are requesting travel funding
3. Attach evidence (acceptance letter or conference program) that your research has been accepted for presentation at the conference for which you are requesting travel funding.

**Criteria for Support:**

- 1) Students must be presenting their work—not just attending the conference.
- 2) Application for the award must be endorsed by the student's supervising professor and by the department of the student's coordinate major and the Honors College; student's supervisor must confirm appropriate IRB approval if required by the nature of the project. (See p. 2 of Application Form.)
- 2) Must fill out all travel authorization paperwork in the Dean's Office before traveling (28 East Holmes).
- 3) Upon return, must present original receipts to the Dean's Office in order to be reimbursed.
- 4) Upon return, must file a brief final report, including any plans for publication or further research.
- 5) Must acknowledge funding support from all relevant sources in any presentations or publications related to the research presented at the conference.

Students are encouraged to ask for matching funds from their major department or supervising professor, and from the Honors College. Once the application is turned in and approved, Lyman Briggs College will also request funds from MSU's Undergraduate Research and Creative Activities office on the student's behalf.

List any additional travel funding you may be receiving from other sources. Signatures of endorsement are required from the supervising professor and from departmental and college administrators, even if no funds are available to support this request.

**Amount of Funds**

<b>Amount of Funds available from:</b>	<b>Amount</b>	<b>(Print) Name &amp; Address</b>	<b>Signature / Date</b>
Supervising Professor	\$ _____	_____	_____
		_____	
Department/Unit	\$ _____	_____	_____
		_____	
Honors College	\$ _____	_____	_____
		_____	
Other	\$ _____	_____	_____
		_____	
Lyman Briggs	\$ _____	_____	_____
		_____	

**Supervising faculty for your research:**

Name: \_\_\_\_\_ Title or Position: \_\_\_\_\_

Department or Address: \_\_\_\_\_ Phone: \_\_\_\_\_

If Institutional Review Board approval is required for your research (projects involving human or animal subjects or human materials), your research supervisor must also confirm that such approval has been received before an award can be made. (Supervising professor: please check appropriate box and sign/date.)

Student Project involves human or animal subjects or Materials, and IRB approval has been received. \_\_\_\_\_  
 [Please circle appropriate committee: Supervisor signature / Date  
 BIRB / CRIRB / SIRB / IUCAC ]

Student Project involves no human or animal subjects or materials. \_\_\_\_\_  
 Supervisor signature / Date