

**Student Researcher Travel Grant Application Form**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Student UID: \_\_\_\_\_

Student Department: Program/Major: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ GPA: \_\_\_\_\_

Faculty Research Mentor Name: \_\_\_\_\_

Faculty Research Mentor Email: \_\_\_\_\_

Title of Proposed Research Presentation: \_\_\_\_\_

\_\_\_\_\_

Name of conference you will be attending: \_\_\_\_\_

City/State of conference: \_\_\_\_\_

Dates of conference: \_\_\_\_\_

Who else will be traveling with you?

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

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

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

Has your presentation abstract been accepted? ☐ Yes ☐ No

Have you received Student Research Travel support from RIT/NTID in the past? ☐ Yes ☐ No

**Proposed Travel Budget:**

<b>Item</b>	<b>Total Cost</b>	<b>Additional Funding</b> <i>(Indicate source, if applicable.)</i>
1. Airfare		
2. Hotel		
3. Food/Meals		
4. Ground Transportation (cab, shuttle, Uber, etc.)		
5. Other (please describe below):		
<b>Grand Total:</b>		

**Presentation Abstract (one-page limit):** Below, please write a brief abstract of your presentation. This section must be written by the student, but approved by the faculty mentor.

## Acknowledgment of Requirements

- ☐ I am an NTID-supported undergraduate student with a GPA of 3.0 or above.
- ☐ I will not graduate before completion of the conference travel dates listed above.
- ☐ I am in good academic, financial and judicial standing at RIT/NTID.
- ☐ I will be a current, matriculated RIT/NTID student **at the time of the proposed travel** (i.e., enrolled in courses at RIT/NTID and will not have graduated before the date of the proposed travel, etc.)
- ☐ My research work must be completed in collaboration with a faculty mentor.
- ☐ I am required to present my research at NTID's Annual Student Research Fair (late April/early May).
- ☐ I am not conducting research under a currently externally-funded project.
- ☐ The presentation is being given by me, not the faculty mentor or other co-author.
- ☐ I will submit a short (i.e., one-page maximum) report on the conference experience within one (1) month after the meeting (this report will be shared with NTID's Marketing Department so the research/trip may be publicized.)
- ☐ My travel is to be conducted within the U.S.
- ☐ I understand I cannot change my airfare itinerary after it has been formally purchased.
- ☐ I will work with Ms. Dawn Sullivan ([Dawn.Sullivan@rit.edu](mailto:Dawn.Sullivan@rit.edu)) to make my travel arrangements. The arrangements should be made with Ms. Sullivan at least one (1) month prior to the travel start date. I will not be reimbursed any travel arrangements/charges made prior to meeting with Ms. Sullivan.
- ☐ I understand that all receipts must be submitted to Ms. Dawn Sullivan ([Dawn.Sullivan@rit.edu](mailto:Dawn.Sullivan@rit.edu)) within one (1) week of the completed travel so she can prepare my Travel Expense Report (TER) for reimbursement. I must return the signed TER to Ms. Sullivan within three (3) business days of receipt, but prior to the 15th in September and June to adhere to budget cycle closing.
- ☐ This application form has been completed by the student researcher and approved by the faculty mentor.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Mentor's Signature

\_\_\_\_\_  
Date

***I have reviewed and support the research, conference and proposed travel budget.***

***Remember to also submit your resume and ask your faculty mentor to submit a Letter of Support.***

**Submit application form by email to Dawn Sullivan,  
NTID Professional and Student Scholar Development at: [ntidpd@rit.edu](mailto:ntidpd@rit.edu)**