Kilmer Undergraduate Research
Faculty & Student Travel Award

Sponsored by the Frederick B. Kilmer Undergraduate Research Program

Goal
The Center for Student Research is pleased to offer support to faculty and students incurring expenses while traveling to professional meetings and conferences. Faculty and students supported by this competitive travel award are expected to be actively involved in the proceedings of the conference or meeting they choose to attend. For students, active participation includes making oral presentations, presenting posters or participating on a panel. In fine arts fields, active participation may include performance or exhibition of a new composition. Faculty receiving this award are expected to mentor and guide their students through the conference.

Faculty and students of all disciplines are eligible for funding. Funds may support registration, per diem travel, hotel and food costs. The maximum award is $500; however, lesser amounts to provide partial funding may be awarded based on the number of applications received and other factors. Awards will only be made to faculty who are traveling with students and students who are accompanied by one or more faculty.

Group awards are available. Please contact cur@potsdam.edu for more information about this process.

Eligibility
The award is available to students in good academic standing who are:

A. Attending a conference to present co-authored research papers (poster or oral presentation)
B. Attending a conference to participate in a panel discussion
C. Performing a creative or experiential activity based on research
D. Being accompanied by a faculty member.

The award is available to faculty who are:

A. Accompanying a student (or students) who is actively involved in the conference

Submission
Completed applications should be sent on or before the due date to Kelly Bonnar, Director of the Center for Student Research, in 102 McVicar Hall. Please contact cur@potsdam.edu with any questions about the application process.

Deadlines
Awards are made on a rolling basis and as funding permits. Applications must be submitted at least 1 month prior to travel.

Application Instructions
Complete each line of the application.
Faculty and Student Travel Award Application

A complete student conference travel application will include:

- Conference travel application form(s) submitted as a packet
- Proof of participation (copy of acceptance letter, letter of invitation, printed conference program)

**Faculty Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Address:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
</tbody>
</table>

**Event Information**

<table>
<thead>
<tr>
<th>Conference Title:</th>
<th>Names of others involved in your project &amp; attending the event:</th>
</tr>
</thead>
</table>
| Location: | Type of Meeting (circle one):
National  Regional  International |
| Date of departure: | Date of return: |
| Names of students accompanying you to the event: | |

**Type of Presentation (please check only 1 box):**

- Poster Session
- Faculty Co-Authored Research Paper
- Individual Student Research Paper
- Creative or Experiential Activity
- None, I am strictly serving as a mentor for the students

**Participation:** Please include an abstract of your research project, if any. Also, in one or two paragraphs, please explain why you want to attend this conference and what your role in the conference will be.
**Estimated Travel Expenses**

<table>
<thead>
<tr>
<th>Room and Board</th>
<th>Rate/day</th>
<th># of days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging (Name):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals (per diem):</td>
<td></td>
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</table>

**Transportation**

<table>
<thead>
<tr>
<th>Mileage Rate</th>
<th>Distance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Vehicle from __________ to __________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNY Potsdam vehicle from Potsdam to ___________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Carrier from __________ to _____________</td>
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</tbody>
</table>

**Additional Expenses:**

**Incidental Expenses:**

**Other:**

**Total Estimated Expenses:**

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**Additional Sources of Funding for Travel**

Please indicate any additional funding sources and the dollar amounts that have been contributed to support this travel request. Check all boxes that apply.

<table>
<thead>
<tr>
<th>Source of Additional Funding</th>
<th>Status of Request (Write: Approved, Not Approved or Pending)</th>
<th>Date of Request</th>
<th>Amount Requested</th>
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**Faculty Mentor Signature:** __________________ Date: ______

**Faculty Name (printed):** ____________________________