Marywood University
Application for Undergraduate Research Funds
(For Travel to Conferences)

Directions: Please fill out this form in its entirety, attach the required documentation, and then obtain the signature of your faculty research sponsor. Bring your completed application to Dr. Erin Sadlack, LAC 213 as soon as possible before your travel. Funding is subject to availability and must be applied for in advance of travel. Preference is given to students presenting research at conferences, not just attending. All students who receive funding are required to present their research at the Undergraduate Research Forum in April. If you have any questions, contact Dr. Sadlack at 570-348-6211, 2344 or easadlack@marywood.edu.

Student Name:________________________________________________________________________________

Email: _________________________ Phone: _________________________

Year: __________________________________ Major: _________________________________________

Name of Conference: ____________________________________________________________________________

Sponsoring Organization: ________________________________________________________________________

Location: _______________________________ Dates: _________________________________

Are you presenting research at the conference? Yes No
If yes, you must attach documentation (e.g., a copy of the email confirming your acceptance, a page from the conference program listing your project, etc.)

Project Title: __________________________________________________________________________________

Format: (Please circle): Paper Poster Other____________________________________

Abstract: If you are presenting, you must attach an abstract of about 150-200 words outlining your project content and goals. If you are seeking only to attend a conference, you must provide a narrative explaining why it is necessary to your scholarly development and outlining how you will present what you have learned to the Marywood community.

Faculty Sponsor: ____________________________________ Department: ________________________________

Email: ____________________________________ Phone: ____________________________________

To the Faculty Sponsor:
By signing below, you endorse the quality of the student’s research project, affirm that the student is ready to present his/her project at the above-named scholarly conference, and confirm that the project will make a scholarly contribution worthy of receiving funding.

Signature: ____________________________________ Date: ________________________________
**BUDGET INFORMATION**

You must make every effort to obtain the least expensive travel options. Individuals may request up to $300 in funding for travel to domestic conferences and $400 for travel to international conferences; students presenting in groups (3 or more) may receive up to $900 for the entire group to share (all funding limits per academic year). You must return your receipts to Dr. Sadlack within a week of your return. Receipts for all expenses except mileage must be provided.

Please note that for meals, you must submit the itemized receipt listing all food and beverages. Alcoholic beverages are not reimbursable. **If you do not have the itemized receipt, you will not be reimbursed for that portion of your expenses.** If driving, please consult Dr. Sadlack to determine whether it is cheaper to drive a personal car or obtain a rental with Marywood discount. Marywood policy is that you will be reimbursed at whatever amount is cheaper. Mileage is reimbursed at current rates set by the federal government.

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<th>Travel Method:</th>
<th>Driving</th>
<th>Train</th>
<th>Airplane</th>
<th>Other: _________________________</th>
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<tr>
<td>Hotel Name and Location: __________________________</td>
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**ESTIMATED COSTS:**

Travel:
- If Driving, Estimated Total Mileage: _________________________
- Parking: _________________________
- Tolls: _________________________
- Cost of Tickets (if applicable): _________________________
- Other Travel Costs (please explain): _________________________

Total Travel Costs: _________________________

Lodging:
- Hotel Rate (x number of days): _________________________
- Room Tax: _________________________

Total Lodging Costs: _________________________

Meals (estimate $35 per day): _________________________

Conference Registration Fee: _________________________

Conference Membership Fee (if applicable): _________________________

Miscellaneous (please detail): _________________________

Grand Total Estimate: _________________________

Are you receiving funds from any other source (department, college, etc.)?  Yes_____  No____  Amount____

With my signature, I affirm that I have read all of the above conditions, that I have done my best to keep costs to a minimum and that I will do my best to represent Marywood University at the conference. I also understand that accepting funds requires me to present my research at the Undergraduate Research Forum in April.

Applicant Signature: _________________________  Date: _________________________

Remember to attach your abstract and documentation of your presentation invitation to this application!

For Committee Use Only:  Application  Accepted_____  Rejected _____

Notes: