

**Arts and Sciences Dean's Undergraduate Conference Travel Grant
Application – DRAFT NOT FOR FINAL APPLICATION**

Name: _____ RUID: _____

Local Address: _____

Email (be sure that this email address is one you will check): _____

Major(s): _____ Minor (if applicable): _____

Date of anticipated graduation: _____

Conference to be attended: _____

Date(s) of conference: _____ Location of conference: _____

Total budget requested (not to exceed \$750): _____

Title of Project (if applicable): _____

Brief (no more than fifty words) description of project OR a statement describing how the conference will benefit your academic experience: **(If presenting, please also attach an abstract of 300 words or less.)**

Faculty member who supports your attendance at the conference:

Name: _____ Department: _____

Email: _____ Campus phone number: _____

**Arts and Sciences Dean's Undergraduate Conference Travel Grant
Faculty Recommendation**

Student's Name: _____ RUID: _____

Title of Project (if applicable):

Faculty Mentor's Name: _____ Department: _____

Email: _____ Campus phone number: _____

In the space below, please indicate why you believe this student is an appropriate candidate to receive an Arts and Sciences Dean's Undergraduate Conference Travel Grant. Your statement should discuss how attendance (and presentation, if applicable) will positively influence this student and their academic trajectory. You should also describe the role you have played in directing this student's work. Your signature below indicates that you agree that the student is deserving of an Arts and Sciences Dean's Undergraduate Conference Travel Grant.

Faculty mentor's signature: _____

**Arts and Sciences Dean's Undergraduate Conference Travel Grant
Budget**

Indicate in as much detail as possible how the amount requested will be used for the following purposes. *Within each category, indicate the specific expenses anticipated.* Visit <https://research.camden.rutgers.edu/grants/reimbursement-process/> to learn what expenses can be reimbursed.

Name: _____ RUID: _____

Conference to be attended: _____

Total budget requested (not to exceed \$750): _____

Registration fee: _____

Transportation: _____

Lodging: _____

Feel free to attach documentation such as airfare projections from the airline or other online services and hotel rates.

Any purchases made prior to the approval of the grant application (registration fee, airfare, lodging, etc.) will not be reimbursed.

Student signature: _____ Date: _____

Faculty mentor's signature: _____ Date: _____

Do not write below this line!

Approval of Associate Dean Sarah Allred: _____

Date: _____ Approved Budget: _____