**Nebraska Wesleyan University**

**Student-Faculty Collaborative Research Fund Committee**

**Application for Presentation Award**

**2018-2019 Academic Year – Open Application Deadline**

The application for a Student-Faculty Collaborative Presentation Grant consists of four parts:

1. Accepted Abstract
2. Description of Activity
3. Travel Budget and Budget Justification
4. Faculty Recommendation

The purpose of this award is to cover expenses for students whose scholarship (research or creative endeavor) has been accepted for presentation at a conference, exhibition, or similar event. Allowable costs may include registration, supplies for presentation purposes, transportation, hotel, food, and related travel expenses. Faculty mentor/collaborator costs will also be considered as resources allow.

Priority for funding: 1) Previously funded Student-Faculty Collaborative Scholarship Grant

2) Student travel

3) Faculty travel

If traveling internationally, student must comply with all policies for international student travel as set forth by the Global Engagement Office. Applications requesting funding for international travel must include the **Pre-Approval for International Travel** form signed by the Director of Global Engagement. All travel must conform to the Nebraska Wesleyan University travel policy – visit this link for information: <http://www.nebrwesleyan.edu/business-office/travel>.

Applicants should familiarize themselves with the Guidelines (available from the same source as this application) and inform their Division Representative or Student Representative on the Committee of their intent to apply. Applicants are highly encouraged to submit a draft of the proposal to their representative for comments prior to the deadline. No feedback can be provided once a final application is submitted.

**The electronic copy of the completed application must be submitted by the collaborating faculty member.** Please send an electronic and hardcopy of the completed application to the Student-Faculty Collaborative Research Fund Committee in care of:

Stephanie Plummer

Academic Affairs - Smith-Curtis 311

5000 Saint Paul Avenue

Nebraska Wesleyan University

Lincoln, NE 68504-2794

([splummer@nebrwesleyan.edu](mailto:splummer@nebrwesleyan.edu))

CUR LogoNebraska Wesleyan University is a member of

The Council on Undergraduate Research (www.cur.org)

**I. Accepted Abstract** – Please provide an abstract of scholarship that has been accepted for presentation (attach a copy of the acceptance letter).

**Name**(s):

**Email address:**

**SMB:**

**Name of Faculty Collaborator/Mentor**:

**Department and Division**:

**Email address:**

**Title of Proposal**:

**Date**:

**II. Description of Activity**

**Name**:

**E-mail address: Student Mailbox:**

**Major: Year:**

**Have you previously received a scholarship grant or presentation award from the Student-Faculty Collaborative Research Fund Committee?**

**If yes, what was the project number?**

**Name of Faculty Collaborator/Mentor**:

**Department and Division:**

**E-mail:**

**Title of Proposal**:

**Amount Requested:**

**Date**:

(If more than one student is involved, please provide the personal information for each student.)

Please address each of the following items in the order presented. Total length of Description of Activity may not exceed two pages. (Use Times New Roman, 12-pt. font, single-spaced, with 1” margins.)

1. Describe the sponsoring organization. Is there peer review for acceptance? (Attach acceptance notification).
2. Convention/Conference information date(s) and location (attach copy of convention announcement or provide sponsor’s website or that includes sponsoring organization, dates, location, and conference program).
3. Describe your planned involvement. What other activities besides your presentation are you planning? Describe the role of your faculty mentor or faculty collaborator. How will s/he be involved or how was s/he involved in your activity?

**III. Travel Budget**

**Name(s) of Student(s)**:

**Name of Faculty Collaborator/Mentor**:

**Title of Proposal**:

1. Itemized Budget

Your itemized budget proposal must be submitted on the provided Excel spreadsheet. **All expenses should have documentation supporting the cost** (supply a copy of a price list or website order form, etc).

**You must identify priority needs in case the full budget cannot be awarded.**

1. Budget Justification

Explain your budget, describing each line item (justification and the basis of the cost). Please describe your efforts to attain the most reasonable rates possible. Identify any costs allocated directly to faculty. For both the narrative and the itemized budget, be sure to consider the following:

1. Registration
2. Transportation: You are expected to find and document both the most convenient and the most economical options before selecting the mode of travel, accommodations, etc. Personal vehicle mileage should be calculated at current rate. If traveling internationally, students must submit the **Pre-Approval for International Travel** form signed by the Director of Global Engagement with the grant application. Upon notification of funding, students must meet with the Director of Global Engagement to verify compliance with all policies for international student travel as set forth by the Global Engagement office. No funding will be disbursed without the approval of the Office of Global Engagement. All non-international travel must conform to the Nebraska Wesleyan University travel policy which can be viewed at the following link: <http://www.nebrwesleyan.edu/business-office/travel>.
3. Lodging
4. Meals: Meals may be reimbursed within the limits of the proposed budget. Grant funds may not be used to purchase alcoholic beverages. Expenses need to be documented.
5. Supplies for Presentation
6. Other

**Proof of convention or conference participation and receipts for all expenses must be provided to Stephanie Plummer within one week of student’s return, along with a request for travel reimbursement form. Failure to submit appropriate documentation for all expenses will result in loss of funding.**

IV. Faculty Recommendation

***Student Instructions***:

Have your faculty mentor/collaborator write a letter of recommendation to the Committee.

***Instructions for Faculty Mentor or Collaborator:***

In your letter of recommendation, be sure to address the following:

* Explain the value of the student’s project.
* Explain your collaboration on the project. If attending the event with the student(s), how will you mentor the student(s) during the conference?
* Are the budget needs accurately described by the student? Why or why not? Identify priority needs in the budget.
* Is there anything else we should know about this project?

Use additional pages, as necessary.

Please send letter of recommendation by e-mail to the Student-Faculty Collaborative Research Fund Committee in care of:

Stephanie Plummer

Academic Affairs – Smith-Curtis 311

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Lincoln, NE 68504-2794

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