



Office of Undergraduate Research (OUR)

Conference Grant

2021-2022 Academic Year

Student Eligibility and Requirements

- The student applicant must be a presenter at the conference (virtual or in-person) for which funding support is requested, not just an attendee.
- The student applicant must be a degree-seeking undergraduate enrolled in at least six (6) credit hours at UNF during the semester application is made for the conference grant.
- Typically, student applicants may receive only one conference grant per academic year.
- The student applicant must have earned a cumulative GPA of 2.5 or higher.
- The student applicant must be working with and have the written endorsement of a committed faculty mentor before submission of the conference grant application (see signature page).
- The student applicant must **submit evidence of acceptance as a presenter** at the conference (virtual or in-person) for which funding support is requested.
- The student applicant must **submit an unofficial copy of the transcript** as part of the conference grant application packet (from MyWings, view the unofficial transcript and save it as a PDF).
- The student grant recipient must sign and return a grant acceptance letter provided by the Office of Undergraduate Research (OUR) upon receipt of award notification.
- The student grant recipient is **required to present their research (usually in the form of a poster) at SOARS 2022** (the Showcase of Osprey Advancements in Research and Scholarship) in April.

Preferences

Preference will be given to students not currently receiving funding from other sources (including, but not limited to faculty mentor funding).

Submission

Email the completed application package to OUR@unf.edu no later than 5:00 p.m. EST at least four (4) weeks before the proposed travel date. The email subject line should say: “Conference grant application for [student applicant name(s)].”



Conference Grant Application

Date of application:

The conference grant application consists of the following **five (5) REQUIRED components**:

1. Student applicant information and conference grant proposal
 - a. Explanation
 - b. Budget
 - c. Concurrent and prior funding queries
2. Faculty mentor information and endorsement
3. Signatures
4. Evidence of acceptance as a presenter at the subject conference
5. Unofficial transcript(s)

Student Applicant Information

Student Applicant Information	Student Researcher / Presenter
Student applicant last name	
First name	
N-number	
UNF email	
Major and year in undergraduate program	
Cumulative GPA	
Expected graduation date	
Full name of conference	
In person or virtual conference?	
Dates of conference	
Type of presentation (paper or poster)	
Title of research project	
Travel date (or N/A if virtual)	

Conference Grant proposal

Explain how you expect to benefit from this conference experience (approximately 250 words).

Please include the following components:

- A brief description of the research or creative project you will present (abstract)
- Have you ever presented, shared, or showcased your research before?

Itemize expenses required to participate in this conference. Please note that the OUR conference grant may not cover the full cost of attendance.

BUDGET

Items	Details	Total Item Cost
Registration/fees	Here, provide any details regarding this expense, if applicable	
Airfare	Here, provide the following information, if applicable: <ul style="list-style-type: none"> • Dates of travel, airline, and airfare 	
Ground transportation	Here, provide the following information, if applicable: <ul style="list-style-type: none"> • Type of vehicle (Uber, rental car, or personal vehicle); show detail for number of Uber trips or rental car company and cost • If personal vehicle, show number of miles to be driven one way times \$.445/mile times 2 for a round trip (e.g., 500 x \$.445 = \$222.50 x 2 = \$445 round trip) 	
Hotel	Here, provide the following information, if applicable: <ul style="list-style-type: none"> • Name of hotel, daily conference rate, daily tax rate, number of nights (e.g., \$99.00 conference rate, 16.5% tax, 2 nights = \$230.68) 	
TOTAL COST OF PARTICIPATION IN THIS CONFERENCE		\$

Is the conference grant to be paid directly to the student or to the department (which may choose to make group arrangements)?

Student () Department ()

Do you have direct deposit set up with UNF? Yes, I have direct deposit ()

If you do not have direct deposit set up, please follow the directions for Direct Deposit for Student Refunds found on the webpage for the UNF Controller: [https://www.unf.edu/controller/cashiers/Procedures/Direct Deposit for Student Refunds.aspx](https://www.unf.edu/controller/cashiers/Procedures/Direct%20Deposit%20for%20Student%20Refunds.aspx).

Respond to the following questions concerning concurrent and prior funding:

Have you applied for and received funding for this project from any other sources? If so, identify the source and amount of funding.	
Have you been awarded a grant from the OUR in the past? If so, please identify the date and type of grant and the amount awarded.	

Faculty Mentor Information

Full name	
Title	
Department	
Email address	
UNF telephone number	

Endorsement of the Faculty Mentor

Please confirm that you are acting as faculty mentor and write a statement of support for the undergraduate student applying for this conference grant. Will you be in attendance (virtually or in person)?

Conference Grant Application Signatures

Student applicants must acquire the necessary signatures before submitting the conference grant application. Please sign and scan or photograph the signature page and include it in your emailed application packet. If you do not have access to a scanner or camera, you may type your name and date in the signature blocks below.

Student applicant name

Signature and date

Faculty mentor name

Signature and date