

# Guidelines for Completing the Undergraduate Research Committee Student Travel Award Proposal



This document is designed to help students complete the Student Travel Grant Proposal form effectively. Each section below corresponds to a question or group of questions on the proposal form. Use these guidelines to ensure your responses are clear, complete, and appropriate for review by faculty from various disciplines.

## Section 1: Project Description

This section asks you to describe your project in multiple parts. Your responses should be written for a general academic audience.

Include the following:

- What you did: Describe the goals and objectives of your research or creative project.
- How you did it: Briefly explain your methods or approach.
- Why it matters: Discuss the significance or intellectual merit of your work.
- Where you're presenting: Name the event and location where you'll share your work.
- What you hope to gain: Explain your goals for attending the event (e.g., networking, feedback, exposure).
- Abstract or summary: Paste the accepted abstract or summary from the event.

## Section 2: Timeline and Venue

Provide the following details:

- Dates of travel and the event.
- City and state of the event.
- Name of the organization hosting the event.

## Section 3: Budget Narrative

You must submit a Budget Spreadsheet along with your proposal. The Budget Narrative explains how you estimated your costs.

Include justification for each item listed in your spreadsheet:

- Lodging: Where you'll stay, cost per night, and number of nights.
- Transportation: Type and estimated cost.
- Parking fees, if applicable.
- Meals: Which meals will be funded each day.
- Poster printing costs.
- Membership fees and conference registration.

*Make sure your narrative matches the items and totals in your spreadsheet.*

## **Section 4: Submission Tips**

Before submitting your proposal:

- Review all sections for clarity and completeness.
- Ensure your budget narrative and spreadsheet are consistent.
- Confirm your faculty sponsor has submitted their endorsement form.

If you have any questions about the student travel award application process, please feel free to contact me.

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