

ACADEMIC CONFERENCE TRAVEL GRANT APPLICATION

Instructions: The faculty mentor of the participating student(s) completes questions 1-14 (students *do not* complete this form). When finished, the faculty member sends the entire form to the department chair, who then completes questions 15-18. The department chair then sends the completed form as an email attachment to scott.dunaway@byu.edu. *The form must be received from the department chair's email account.* **Please complete the form using Adobe Reader, not Mac Preview.** This application should be submitted no later than two months prior to the conference.

1. Faculty member completing this form _____

Are you the faculty mentor who supervised the research that will be presented at the conference?

Yes No? If no, indicate name of faculty mentor _____

2. Name of conference _____

3. Dates of conference _____

4. Date(s) student(s) will be presenting at the conference _____

5. Type of conference: Regional National International

Other – Describe: _____

6. Conference location _____

7. Participating student(s)

Name	Major	Year in School	Confirmation received that student can present: Yes/No

8. Nature of student's (or each student's if more than one) participation, i.e., poster, paper presentation

9. Have funds from the Fulton or Hinckley Chairs supported the above student(s) participation at any other conferences? Yes No

If yes, explain. If this application is for more than one student, also identify which student(s) have been previously funded.

10. **Costs (if more than one, aggregate total)**

Registration	
Travel (air and ground)	
Lodging	
Meals	
Other (specify)	
Total	

11. Total amount requested per student _____
12. Total funding provided by the academic department for each participating student _____
If more than one student will participate, total for all students _____
13. Funding provided to support student's conference participation from any other source, i.e. faculty research funds. Indicate total amount and source.

14. Briefly describe the project and the student's (or each student's if more than one) participation in the project.

Chair Endorsement (Must be completed by the department chair)

15. Do you endorse this proposal? Yes No
16. Are the costs as outlined above reasonable and necessary?
If no, explain. Yes No

17. Confirm that the department will provide the funding amount indicated in #12 above.
 Yes No

18. Describe special circumstances (if any) or provide any additional comments.