

OUR Travel Awards Information & Guidelines



Goal of OUR Travel Awards: Funding is available to support undergraduate students presenting research papers and posters at professional conferences. Awards are made through a competitive process, and funding is not guaranteed. The Office of Undergraduate Research will disburse awarded funds to support undergraduate student conference participation after a formal review process.

Funding: OUR will fund a maximum of one OUR Travel Award per student annually. Students can apply for up to \$1,000 to cover allowable expenses related to conference participation, including registration costs for an online conference. OUR typically supports only one student author per presentation. Applications from additional co-authors on a presentation may be considered as funds allow; priority will be given to co-authors who engage cost saving practices (i.e., room sharing, carpooling, self funded meals, etc.).

Eligibility:

- Current undergraduate, degree-seeking students who are in good standing with the University
- Students must be engaged in a research project under the mentorship of a UWF faculty member who is willing to support conference participation
- Allowable mentors include current UWF faculty with a range of appointment types, including adjunct, lecturers, post-docs, and tenure-line

Deadlines for the Award Cycle: Applications can be submitted throughout the fall and spring semesters of the academic year. Applications for a summer conference participation should be submitted before the end of the spring semester. Applications must be submitted at least 45 days before conference travel.

Guidelines for Professional Conference: Please use the following guidelines to determine whether the conference/event is a “professional conference.” If you are unsure if the conference/event meets these guidelines, please contact our@uwf.edu.

- A professional organization or academic institution sponsors the conference
- The format for student participant’s presentation is similar to a professional or faculty participant’s presentation or participation

Application Procedures and Documentation - What is needed?: Applications are submitted via the electronic OUR Travel Award application, https://uwf_our.communityforce.com/Login.aspx. The following items are needed for a complete application:

- Summary of role in the conference. This could be an abstract of presentation, description of competition, etc.
- Copy of acceptance letter to conference (uploaded as pdf; this is required at time of application)
- Completed budget table and budget narrative
- Acknowledge and abide by the OUR Travel Award commitments, as outlined in the application.
- Faculty mentor acknowledges and abides by the outline OUR Travel Award commitments.

Please complete one application per individual student traveler. Group applications will not be accepted.

Notification of Awards: The Office of Undergraduate Research will review student applications twice per month (1st and 16th of each month). Applications must be completed by the start of business on the 1st or it will not be reviewed until the 16th of the month. Applicants will receive a notification letter regardless of acceptance or denial. Award and denial letters will be sent via email on the 8th and 23rd of each month.

Award Procedures and Conditions - I have been awarded, now what do I do?: Once a student has received notification of receiving an OUR Travel Award, s/he must sign an OUR Travel Award Agreement to formally accept the award and accept the requirements that accompany this award.

It is recommended that applicants wait until official notification of an award has been made before making arrangements. **Note that any arrangements prior to award notices will not be reimbursed if the application is denied; the student will be solely responsible for all expenditures.**

After signing the Award Agreement, the student must set up an appointment with the office administrator in their home department to make any necessary arrangements, as required by UWF. Award-specific index codes will be included on the award letter to ensure proper routing of expenditures.

Deliverables/Reports – What is required of me after I participate in the conference?: Students who receive an award must submit an electronic Final Travel Report to the Office of Undergraduate Research within ten (10) business days following completion of the conference and/or travel. This report includes the following required items:

- An uploaded photo of the student presenting their poster or giving presentation at the conference
- An uploaded pdf of the poster, powerpoint slides, or other documentation of the student presentation
- Post-conference survey of your experiences and benefits of conference participation

Student awardees must acknowledge the OUR Travel Award on the poster or in the presentation slides as “Conference attendance is supported by the UWF Office of Undergraduate Research through an OUR Travel Award.” Student awardees are required to present their research at the UWF Student Scholars Symposium during the spring semester. Awardees can find guidelines and information regarding this presentation on OUR’s website.

Grant awardees are also required to act as ambassadors to the OUR program and speak to at least one approved campus event about your research experience at UWF. Campus events include classes (especially introductory level courses), campus tour groups, or other campus events. Students may also choose to volunteer at the Student Scholar Symposium to fulfill the “ambassador” requirement.