**Eagle Wings Program for Undergraduate Conference Travel**

 **Program Guidelines**

Purpose: To provide funding support for undergraduate researchers to travel in order to disseminate *completed* academic research or build their academic knowledge at scholarly conferences.

 Activities that may be appropriate for disseminating their completed academic research include (but may not be limited to) giving a presentation at an academic conference or symposium or serving as a guest lecturer. Activities for building academic knowledge include (but are not limited to) attending and participating in an academic conference or symposium or traveling to work in person with research collaborators.

Eligibility: Applicants must be full-time undergraduates in good standing during the semester in which the travel is accomplished; summer is exempted, but the student must not have graduated. Applicants must be the first author on any papers involved, and must be giving the presentation. Travel is to be taken during the posted semesters.

Proposal Submission: Applicants must submit a proposal and a budget request using the form that may be

 downloaded at the DCUR website (www.usm.edu/research/cur), following the specific

 guidelines posted. All proposals must describe the planned use of the funds in detail,

 providing a rationale for the importance of the conference to the student’s research and

 a justification as to why the particular venue is appropriate. Students must also

 articulate how the funds, if awarded, would contribute to their professional

 development.

The student’s mentor must submit a recommendation letter emphasizing how the experience will benefit the student and their research, addressing the appropriateness of the venue, and communicating their confidence that the student will follow through on the items addressed in the proposal.

All materials should be emailed to DCUR at cur@usm.edu by 5:00 p.m. on the posted deadline.

Budget Items: Proposals requesting up to $1500 will be accepted, and the Travel Expense Estimation form must be completed. It is not guaranteed that the full amount requested will be awarded. All proposed expenditures must comply with USM policies and procedures as well as state law and should be fully explained in the budget justification of the proposal.

Proposal Review: A panel of at least three faculty members designated by the Center for Undergraduate

 Research Steering Committee will review proposals.

Obligations: Recipients of Eagle Wings funding must submit a report to the Drapeau Center for Undergraduate Research no later than two weeks after completion of the travel regarding how the monies were spent and how those expenditures contributed to the awardee’s growth as a researcher and emerging professional. Recipients must also present their paper/poster at the next Undergraduate Symposium on Research and Creative Activity held after completion of the proposed project if they are still enrolled at USM.