** THE UNIVERSITY OF SOUTHERN MISSISSIPPI**

**DRAPEAU CENTER FOR UNDERGRADUATE RESEARCH**

**Eagle Wings Program for Undergraduate Conference Travel STUDENT APPLICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Name |  | | |
| Major |  | Student’s Email |  |
| Mentor’s Name |  | Mentor’s Email |  |
| Name of Conference |  | | |
| Dates/Location of Conference |  | | |

**Student Agreement**

I understand that:

* the funding must be expended as outlined in the application, and any changes to the proposed funding will be submitted to DCUR for approval.
* all funding must comport with state and university policies.
* a two-page report must be submitted to CUR within two weeks of completion of travel, outlining the benefits gained to my personal and professional growth.

Typed Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |
| **Description of Research Project or Creative Activity Being Presented (400-500 words)**  Describe the work that you will be presenting at the conference. Provide the research question or creative activity being undertaken as well as the methods of investigation used. Discuss its contributions to your discipline and your role in carrying it out. |
|  |
|  |
| **Rationale for Requested Funding**  Provide a rationale for the importance of the conference to your research and a justification as to why the particular venue is particularly appropriate. Also articulate how the funds, if awarded, would contribute to your professional development. (350 words) |
|  |

**Eagle Wings Travel Expense Estimation Form**

**Meals** – For meals, estimate actual costs when possible (do not use *per diem*). Please place an X in box for those meals that are provided at the event or by your hotel (including breakfast).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (date) | (date) | (date) | (date) | (date) |
| Breakfast |  |  |  |  |  |
| Lunch |  |  |  |  |  |
| Dinner |  |  |  |  |  |
| Total |  |  |  |  |  |

Total $ \_\_\_\_\_\_\_\_

**Lodging** – Include the actual daily rate for the hotel room, including all taxes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (date) | (date) | (date) | (date) | (date) |
| Hotel Rate |  |  |  |  |  |

Total $ \_\_\_\_\_\_\_\_\_

**Transportation to Conference Venue**

* By Personal Vehicle: (number of miles (roundtrip)) x $0.575 $ \_\_\_\_\_\_\_\_\_
* By Public Carrier $ \_\_\_\_\_\_\_\_\_

**Other Expenses**

* Conference Registration $ \_\_\_\_\_\_\_\_\_

* Taxi Fare (to and from hotel) $ \_\_\_\_\_\_\_\_\_
* Transportation to and from airport: (number of miles (roundtrip)) x $0.54 $ \_\_\_\_\_\_\_\_\_
* Parking at airport (daily rate x number of days parked) $ \_\_\_\_\_\_\_\_\_

**Other Expenses**: (list and justify) $ \_\_\_\_\_\_\_\_\_

**Grand Total $\_\_\_\_\_\_\_\_\_**