

If Lamar student employee, please check here _____



OFFICE OF UNDERGRADUATE RESEARCH
LAMAR UNIVERSITY

**Request for Funds to Support Student Travel Involving
Undergraduate Research/Creative Activity
Dr. Cristian Bahrim, Acting Director, Office of Undergraduate Research (OUR)**

(PLEASE PRINT)

Name of Student Applicant: _____

Local Contact Information: Phone _____ E-Mail _____

Student classification and Major: _____

Faculty Mentor/Supervisor's Department Name (if any): _____

Purpose of Travel (location - event name - type of presentation): _____

Title of Presentation: _____

Dates of Travel: From: _____ To: _____

Amount requested from OUR: _____ Total amount requested for travel: _____
(up to \$500)

The following materials must be attached on one-page Memo (no format is required):

___ A written description of the project/activity, including (as appropriate) goals, hypotheses, methods, materials, risk to human or animal subjects, personnel involved (as teachers, supervisors, co-investigators), curriculum, schedule of activities, and/or the significance of the project/activity.

___ A detailed budget, describing all costs associated with purpose for travel, including registration fees, flight fare, estimated food costs, lodging expenses, etc. Please indicate the funds pledged by the department which sponsored the project and the respective college. If the travel cost involves other organizations (such as Orgsync, REG for faculty, NSF funds, etc.), please indicate in a short memo (all) the respective source(s) and the requested amount(s).

- Please attach an IRB approval, if applicable to the project.
- All application materials must be approved by the faculty mentor (if any) and the Chair, and next, submitted by the student to the OUR, in the Chemistry Building—Room 115A, at least three weeks prior to the commencement of the activity for which funds are requested. Travel requests which will come to OUR within three weeks of the first date of travel will be approved on a case-by-case base.

** A written report including receipts and other documentation of the expenditure of the funds requested in this form **must be submitted** within two weeks of completion of the project or activity supported.*

Signatures:

Student/Date

Mentor/Project Supervisor/Date

Department Chair Date

Account # Pledge Amt.

Dean Date

Account # Pledge Amt.

OUR Director Date

Account # Pledge Amt.

Provost and VPAA Date

Account # Pledge Amt.