Office of Undergraduate Research (UGR) Travel Funding Request

The Office of Undergraduate Research (UGR) provides funding for UM undergraduate students who are presenting their projects at a research conference. The UGR funding is contingent on funding from the student’s home department. If the student has secured funding from their department, UGR will match up to $250.00 of those funds. Travel funds are limited, therefore funding is not guaranteed. Students may only claim funding once from UGR.

If you are awarded travel funding, you are responsible for covering all of your related costs up front. All students that have received funding are required to present at our annual Research, Creativity and Innovation Forum (RCIF) during the spring semester.

Checklist (To be considered for funding approval, please submit the following at least two weeks before your departure):

__ Completed UGR Travel Funding Request Form with signatures
__ Unofficial transcript from CaneLink
__ Letter or email from the conference, confirming the acceptance of your abstract
__ Printed conference schedule
__ Letter of support for your presentation at the conference from your faculty research mentor
__ Copy of your presentation (If poster, an 81/2 x 11 copy)
__ Once you return from the conference, you will need to provide our office with the original receipts for the expenses to be reimbursed.

Student Information
Student Name: ________________________   C# ______________________
Major: _____________________      College/School: ____________________
Mailing Address: _________________________________________________

Street __________________________     ____________     ___________________

City     State      Zip Code  _______________________    _____________________

Cellular Phone      Email

Conference/Presentation Information:
Name of Conference: ___________________________________________
City __________________________     State_______________________
Dates of Travel: __________________________
Presentation Title: ___________________________________________
Presentation Format:  Poster or Oral (circle one)
All presentations must be approved by faculty research mentor.

Research Mentor Full Name: ______________________________
Research Mentor Approval Signature: ________________________________

Funding Information:

Funding amount approved by home department*: $________
Signature approval from home department representative:

Name (please print) ______________________________ Signature ______________________________ Date __________

*Home department will be responsible for processing the reimbursement. Please contact Maria Robertson at mrobertson@miami.edu to obtain account # for UGR’s portion of the funding.

Any other source(s) of funding? Yes  No (circle one)
If yes, indicate source(s) of funding and dollar amount: 1) ____________________$________
2) ________________________$ _______  3) ______________________ $ __________

Estimated Expenses:

Registration Fee: $ _______
Air Travel: $ _______
Ground Transportation: $ _______
Hotel: $ _______
Poster printing cost: $ _______

*Meals not provided at conference: $ _______
*Meals will be reimbursed as per UMI's Travel Policy D015E [https://umshare.miami.edu/web/wda/controllers/D015E.pdf]. If meals are not provided at conference, you may claim an allowance (per diem) OR actual costs of the meals. If claiming actual cost of the meals, the original charge card receipt and the itemized restaurant bill/receipt must be submitted. This applies to all meals requested at actual cost.

Certification:

I have read the information provided above and confirm that all of the information I have provided is true and accurate. I understand that it is my responsibility to cover all related costs up front and to save all receipts so that I can be reimbursed. I will be required to present my project at the University of Miami’s Research, Creativity and Innovation Forum during the upcoming spring semester.

________________________  ______________________    __________
Student Name (please print)   Signature             Date

You will be notified of your approval status by email. If you are approved for funding, after you return from the conference, please submit all receipts to your home department representative who signed above to process. They should contact Maria Robertson at mrobertson@miami.edu to obtain the account information for payment of UGR’s portion of the funding. If you have direct deposit set up, your reimbursement will go into your designated account. If you do not have direct deposit, you will receive a check. Please contact the Payroll office at 305-284-3664 for check inquiries.

Approved: ______________________ Date: ____________