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.

Important Financial Aid Information: Reimbursement to students who attend, speak, or present at a conference or meeting, or visit a field site or off-campus laboratory, will be considered financial aid UNLESS the following information is included with the reimbursement request:

A signed statement from a faculty member certifying that the travel/activity either:
- Directly supports a faculty project, research, or scholarship program;
- Directly relates to the student’s employment status at the University (such reimbursements should be submitted as Business Expense Reimbursement with supporting documentation in Workday);
- Is connected to activities of a University of Miami-recognized student club or organizations (such reimbursements should be submitted as Ad Hoc Payments with supporting documentation in Workday).

Checklist:

1. Completed UGR Travel Funding Request Form with signatures from your faculty research mentor and department representative
2. Letter or email from the conference, confirming the acceptance of your abstract
3. Printed conference schedule
4. Brief letter of support for your presentation at the conference from your faculty research mentor
5. Copy of your presentation (If poster, an 8 1/2 x 11 copy)

Once you return from the conference, you will need to provide your home department and our office with a copy of the receipts for the expenses to be reimbursed. Once your home department processes their portion of your reimbursement, ask them to notify me via email so that I may proceed with processing UGR’s commitment of up to $250.00 of matching funds.

Student Information

Student Name: ________________________   C# ______________________
Major: ___________________________      College/School: _______________________
Mailing Address: ___________________________    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*: $_________
Home department representative’s printed name: ________________________________
Signature: ___________________________ Telephone # __________________________ Email: __________________________

*Home department will be responsible for processing the reimbursement if the faculty research mentor has certified that the travel either: 1) supports their project, research, or scholarship program, 2) directly relates to student’s employment status at UM or 3) is connected to a club or organization. Department representative should contact Maria Robertson at mrobertson@miami.edu to obtain account # for UGR’s portion of the funding.

If funding meets financial aid criteria, each individual department needs to process their portion of the reimbursement through financial aid. Your reimbursement will be paid through your CaneLink account.

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: $_________

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 submit receipts to my home department and UGR for reimbursement. 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.

UGR approval signature: ___________________________ Date: ____________

Office of Undergraduate Research and Community Outreach
1365 Memorial Drive, Ungar 101
Coral Gables, FL  33146
Telephone: 305-284-5058
Fax: 305-284-8278
ugrinfo@miami.edu