

Sam Houston State University
College of Sciences (COS)
Undergraduate Research Awards

Application Instructions for Funding to Present Research

Please pay careful attention to these guidelines and the guidelines in the **About the Program** document. Incomplete applications and applications that do not meet the guidelines will be rejected. The deadline for this round of applications is **5:00 pm on Friday, Jan. 22, 2016**. This review will fund travel Feb. 1, 2016 – Aug. 31, 2016. Travel requests for travel later than Aug. 31, 2016 will be reviewed in a separate application process in Fall of 2016.

A complete application will consist of:

- **Application for Funding to Present Research** and **Budget and Budget Justification**, submitted electronically as a single file (.docx or .pdf) to Dr. Anne Gaillard, argaillard@shsu.edu,
- A letter of support from the students' faculty mentor, sent by the faculty member to Dr. Anne Gaillard, argaillard@shsu.edu, and
- A signed copy of the Application for Funding to Present Research, submitted to the Dean's office (LDB 200). (You may omit this item if your electronic submission contains all requested signatures.)

Please write your Presentation Abstract in an interdisciplinary manner, as your application will be reviewed by a panel of members in the College of Sciences, not necessarily from your department. Your abstract on this application may be different from the abstract you submit to your conference.

Since we attempt to fund as many applications as possible, please plan to share rooms and costs with other students attending the same conference if possible and let us know how you intend to do so as part of your Budget Justification.

If your application is approved, you must deliver evidence of an accepted presentation abstract to the Dean's office or to Dr. Anne Gaillard, argaillard@shsu.edu, to claim your funds.

Upon completion of the conference presentation, all students will be required to submit to the Dean's office (Attn: Anne Gaillard) a one-page PDF document that briefly describes the process and findings/results of the research. These reports will be made publicly available on the COS website; therefore, they should be well-written for a lay audience.

Sam Houston State University
College of Sciences (COS)
Undergraduate Research Awards

Application for Funding to Present Research

Student Name and SHSU ID

SHSU Email

Major Program & Department

Total Amount Requested

Dates of Travel

Conference Name and Location

Type of Presentation (Paper or Poster)

Presentation Title

Presentation Abstract (Interdisciplinary)

Sam Houston State University
College of Sciences (COS)
Undergraduate Research Awards

Are you presenting research that was funded by a COS Undergraduate Research Award?

Has any part of your presentation been previously presented under a travel grant funded by SHSU? If so, how does this presentation differ?

Student Signature & Date

Faculty Mentor Signature & Date

Department Chair Signature & Date

Sam Houston State University
College of Sciences (COS)
Undergraduate Research Awards

Budget and Budget Justification

Student Name & SHSU ID

Faculty Mentor Name

Budget (if sharing costs, please indicate)

Registration fee

Transportation

Accommodations

Meals

Total Budget Request

Budget Justification (i.e. detailed itemization and explanation of proposed costs listed above)