**Application Instructions for Funding to Present Research**

Please pay careful attention to these guidelines. Incomplete applications and applications that do not meet the guidelines will be rejected. One original, signed copy of the application should be submitted to the Dean’s office (LDB 200) and an electronic copy of the application should be submitted to the Chair of the Committee (Dr. Velvet Nelson, [vnelson@shsu.edu](mailto:vnelson@shsu.edu)) no later than 5:00pm on Friday October 18. This review will fund travel Oct. 18, 2013 through March 1, 2014. Travel requests for travel from March 1-Aug. 31, 2014 will be reviewed in a separate application process spring 2014.

A complete application will consist of:

* Application (with mentor and chair approval signatures and dates on the original hard copy),
* Budget and budget justification form, and
* A letter of support from the students’ faculty mentor.

**Application for Funding to Present Research**

Student Name

SHSU ID

SHSU Email

Major Program & Department

Amount Requested

Type of Presentation (Paper or Poster)

Presentation Title

Presentation Abstract

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

Student Signature & Date

Faculty Mentor Signature & Date

Department Chair Signature & Date

**Budget and Budget Justification**

Student Name & SHSU ID

Faculty Mentor Name

Budget

Registration fee

Transportation

Accommodations

Meals

Total Budget Request

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