



THE UNIVERSITY OF ARIZONA

Undergraduate Biology Research Program

UBRP Travel Award

If you will be presenting work at a scientific conference, out of town, UBRP has travel funds for which you can apply. Funds for travel are limited, and decisions will be made on a first-come first served basis. A typical award amount is \$500.

To be eligible for a UBRP Travel Award you must:

1. Be a current and actively involved UBRP participant.
2. Have a paper or poster accepted for presentation at a professional conference and be able to provide confirmation of this (i.e. a letter or e-mail from conference organizers).
3. Have your mentor's support to attend the conference; s/he must be willing to write a letter of support.
4. Explore other means for funding your trip (your lab, department, Honors College, etc.), and apply for them prior to submitting a request to UBRP.
5. Complete the following UBRP Travel Award Application (below) and submit it at least a month prior to your travel date.
6. Be willing to write an article about your conference experience for the UBRP Gazette newsletter, if you are granted a Travel Award.

UBRP Travel Award Application

Name:

E-mail Address:

@email.arizona.edu

Phone Number:

Expected Graduation Date:

Name of Faculty Mentor:

Conference to Be Attended:

Dates of Conference:

Location of Conference:

Detailed Total Budget for Trip:

Item	Amount	Already Paid/Purchased		Notes
Registration Fee	\$	Yes	No	
Transportation/Flights	\$	Yes	No	
Housing	\$	Yes	No	
Per Diem	\$	Yes	No	

Other	\$	Yes	No	
Total Amount	\$			

Total amount requested and explanation?

List of other sources and amounts of funding secured:

Have you initiated Travel Authorization for this trip?

Yes

No

If so, what is the name, e-mail address, and phone number of the person processing your Travel Authorization:

Include the following items with your UBRP Travel Award Application:

1. A copy of the materials submitted for presentation.
2. A copy of the acceptance letter from the conference organizer.
3. A letter of support from your faculty mentor.