

# UROP Application Form for Travel Awards

## Directions

---

- Before completing this application form, read the **Student Guide to Applying for Funding** carefully. It provides complete details on UROP's fund types, working with PDF forms, recommendations, deadlines, the Appendix page, and much more. The **Guide** is updated regularly and should be consulted each time you apply.
  - Enter the requested information in the form fields which follow and have your faculty sponsor submit the appropriate online recommendation form. Applications for travel are accepted on a rolling basis throughout the year but must be received at least 2 weeks before the planned departure date.
  - Use this form only for **CONFERENCE PARTICIPATION TRAVEL** or **RESEARCH-RELATED TRAVEL** applications.
  - Do not include this page when you submit your application
- 

- The TAB key will advance you to the next form field, and should not be used for formatting spacing **within** any given box (please use the space bar for that).
- Type **cannot** be formatted in this form (unless it is a graphic or text printed separately onto the Appendix page).
- Only type within the **visible** area of each field. Font and field sizes cannot be modified.
- If you are using Adobe's free Acrobat Reader to complete this Form, then you will **not** be able to save text within the document. You will need to submit a printed copy of the Form to UROP.
- Please make sure that your name—from the Name field on page (2)—appears on **every** page that you submit.
- Fill in the actual **page number** in the bottom right corner of **each** page. Enter the Total number of pages in the bottom right corner of Page (2) **only**—just to the right of the word "**of**". You may choose to submit an appendix page, but it is not necessary. Do not include the appendix page if it is blank.
- If you are submitting a paper application, print one **laser-quality non-color** copy **single-sidedly** at **100%** on **white, letter-sized** paper. **Do not staple or fold the pages** . No envelopes or folders please—just paper clips.
- If you encounter any technical difficulties while completing this form, it is your responsibility to contact the UROP office well **before** the application deadline has passed.

All data collected on this page are strictly voluntary and will not be included when your application is sent to its reviewers. Data are collected solely for statistical purposes for reporting to agencies that request such data (including granting agencies that supply funding for UROP programs) and for evaluating our program. The data will not be used in any way in conjunction with the application and award process. This page should be the first sheet in your application so it can be removed by UROP staff when your application is processed.

Please select your race/ethnicity:

African-American/Black

Asian

Caucasian/White

Hispanic/Latino

Native American

Pacific Islander

Other

Please select your immigration status:

US Citizen

US Permanent Resident (“Green Card”)

Foreign National/International Student

Please select your gender:

Female

Male

Please enter your GPA:

Application for (please check one)

Conference Participation Travel Award

Research Related Travel Award

Name (First Last) .....

BU ID number .....

Full BU e-mail address .....

Major(s) .....

Year at BU .....

What month and year will you receive your bachelor's degree from BU? .....

Current local phone number .....

Current local mailing address .....

Is this a campus mail address? .....                      **yes**                      **no**

Faculty Sponsor's name (First Last) .....  
Your sponsor must be a BU faculty member. Graduate students may not be responsible for supervising UROP projects.

Faculty Sponsor's College .....

Faculty Sponsor's Department .....

Faculty sponsor's BU e-mail address .....

Will you be receiving any academic credit for this research work during the semester in which you are applying?                      **no**                      **yes**

If you answered yes, above, is this a work for distinction project?                      **no**                      **yes**

---

**Project's Title**

**Budget**

Please enter the amount you expect to spend in each of the categories below. Currently, travel awards are limited to no more than \$250 per student per semester. However, you should still include the full cost of your planned travel in your request.

**Primary Transportation**

includes air, train, or bus fare or vehicle mileage

**Other Transportation**

includes costs to and from airport, subway costs within city

**Lodging**

all costs associated with lodging

**Registration Fee**

for conference participants

**Other Expenses**

meals or other travel-related expenses not covered above

**AUTO-TOTAL =**

**Date of departure**

**Date of return**

**Destination(s)**

**Are travel funds also being provided by any other source?  
If yes, please indicate what source.**

no

yes

**Conference Participants only**

**Name of conference**

**Sponsor of conference**

**Names of co-authors or co-presenters**

### Summary Description

Applicants for research-related travel awards should include a brief description of your planned research. Conference participants should enter a description of the research they will be presenting. **Be sure to make this description easy to understand by someone outside of your field.**

### Budget Justification

Applicants should describe how this award would further their research and/or academic goals. Provide detailed information for each of the costs outlined above in your budget.

Use this page to enter any additional information regarding your request for a travel award. If not needed, do not include this page in your application.