

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

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- 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.