

## **The Center for Undergraduate Research Xavier Research Scholar Travel Awards Spring 2016**

The Center for Undergraduate Research has funding to sponsor **Research Scholar Travel Awards** designed to cover travel expenses to present at a meeting or conference. These awards are expected to cap at \$500 per student; however, larger amounts may be approved based on rationale and budget justification. We invite students to apply for a Xavier Research Scholar Travel Award funded by grants from the **Andrew F. Mellon Foundation** and the **Title III, Part B** program. **The objective of all CUR awards is to expose Xavier students to research and enrich their educational experience.**

**Full-time undergraduate students who are planning to present their research or creative work at a conference or meeting are eligible to apply. Students who have already received a Bachelor's degree are not eligible.**

**Xavier Research Scholar Travel Award** applications (available [here](#)) will be reviewed and awarded on a **rolling basis**. One faculty reference, preferably from the research mentor, will be required in the online application form. Students may only receive one travel award per academic year, and priority will be given to students who have never presented away from Xavier.

As a part of the application, students will need to provide a budget of the expected travel expenses. The following list of items can be used as a guide in creating this budget:

- Transportation
- Registration
- Accommodations
- Meals

For each item included in the budget, supporting documentation must be included to verify the costs. Supporting documents will be requested once the online application form has been submitted.

Examples of acceptable documents include:

- Conference registration forms or a website showing registration costs
- A quote for airfare, hotel (and taxes/fees)
- Use Xavier University per diem allowance for meal budgets
  - If meals are NOT included in the meeting agenda use the following per diem:
    - First and last day of travel: \$43.50
    - Other days: \$58
  - If meals ARE included in the meeting agenda use the following rates per/meal:
    - Breakfast: \$10
    - Lunch: \$15
    - Dinner: \$28

*All students receiving support through CUR grants will be strongly encouraged to prepare submissions to XULAnEXUS and present their work at the annual Festival of Scholars.*

Students receiving a travel award will be required to:

- Submit a brief post-activity report. Instructions on this report will be emailed to award recipients.
- Adhere to XULA student codes of conduct while traveling and sign an agreement acknowledging this expectation.

**Applications should be submitted AT LEAST 3-4 weeks prior to the expected travel dates if a travel advance is desired. Otherwise, travel awards will offer reimbursement of pre-approved travel expenses.**

Please direct questions to:

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