

Old Dominion University
Undergraduate Student Travel Award Guidelines

APPLY EARLY AS FUNDS DEplete QUICKLY!

The Undergraduate Student Travel Award was established to support undergraduate students' travel to local, regional, national and international conferences sponsored by professional organizations for the purpose of reporting the results of their research, exhibiting or performing creative works, ...

- x Awards are limited to one award per student
- x This is a competitive award, so not all applications may be approved. While a student's research and the value of the conference are important, ...
- x Available only for students in good academic standing, registered at least part-time in the semester when application is made and at least part-time in the semester of travel. *** Summer Exception: When registered for the previous spring and the upcoming fall semester, students may apply and travel during the summer. If the upcoming fall hours following the travel are dropped without serious extenuating circumstances...

multiple departments, the award will be forfeited and any expenses prepaid by the university must be reimbursed to the university. If funds are not reimbursed within 30 days of notice, a hold will be placed on the student's account.

Award

x Award covers up to \$500 of the following expenses :

o Conference registration fee

o Hotel

o Round-trip transportation to the city of conference (plane, train, rental car,

personal car)

o Hotel parking

x

o Food

o Shuttles or rental cars

o Other incidentals

x

o

x

The amount awarded up to \$500 will depend, in part, on the number of applications

received, the budget available and, in part, on the priority given the application by the

selection committee.

Selection Process

x Applications will be reviewed and scored by a selected committee comprising members

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notification -o review the financial process. Š < • ... f • „ † ... ' • † - ... - † † † ' • † „ >
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Following Your Conference

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Old Dominion University
Undergraduate Student $\ddagger \bullet \ddagger f$ " ... Š
Travel Award

APPLY EARLY AS FUNDS DEplete QUICKLY!

Name: _____
Last First Middle Initial

Local Address: _____ 4
Street City State

ODU EMail: _____

Cell Phone: _____ Local Phone: _____

UIN: _____

Credit Hours Currently Enrolled: _____

Credit Hours Enrolled Semester of Travel : _____

Expected Date of Graduation: _____ Current GPA: _____

Major : _____ Dept: _____

College: _____

Honors College Student:

...Yes

...No

Degree Level:

...Freshman

...Sophomore

...Junior

...Senior

Name of Conference (no acronym s): _____

Location of Conference (city/state): _____

Conference Website: _____

Sponsored by (professional organization —no acronyms):

Dates of Conference: _____

Date of Departure: _____ Date of Return: _____

Justification Essay

1. Provide a concise description of your presentation/performance/exhibition/ ... '•† — ... - ‡ † research, its relationship to your " ‡ • ‡ f " ... Š %o ' f Ž • and the value ‹ • ' ' " - f • ... ‡ of its ap A copy or portion of the abstracts not acceptable. If attending only, address the relationship of attending the conference to - Š ‡ † ‡ ~ ‡ Ž ' ' • ‡ • - f • † f ' ' Ž ‹ ... f - ‹ • ' ^ " ‡ • ‡ f " ... Š ä

2. What do you hope to accomplish professionally and personally from presenting at or attending this conference?

a. Professionally

b. Personally

SIGNATURE OF AGREEMENT

By my digital signature in the spaces below, I affirm that I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying and acknowledge that I must meet all conditions of eligibility, including required enrollment, in order to receive an award from the Undergraduate Student Travel Fund. I understand that if I do • ' – attend the conference after vendor payments have been made (barring an emergency out of my control), I will be held responsible for reimbursing the University for the prepaid amounts. If payment has not been made within 30 days of cancelling attendance, a hold will be placed on my account until payment is made.

Digital Signature of Applicant – Complete the following information twice.

Name: _____ UIN: _____ Date: _____

Name: _____ UIN: _____ Date: _____

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UGSEESTravel@odu.edu

Division of Student Engagement & Enrollment Services
2008 Webb Center

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'onsored by Student Engagement & Enrollment Services, Academic

Enhancement, and Student Government Association