

**UROP Travel Grant Application
2009-2010**

All students applying for funding to present research or, a creative activity at a conference or meeting outside of Ann Arbor must complete this form and provide additional materials including: (a) letter of recommendation from your faculty research sponsor, (b) research abstract, (c) official notification from the conference, and (d) budget form (back page). **We will not fund travel you have already completed. Students applying for the travel grant must apply at least 30 days in advance.**

Applicant's Name (Please print legibly)

Date of Application

Social Security Number

UM ID

E-mail Address

Campus Address

Cell Phone

Permanent Mailing Address

Permanent Phone Number

U.S. Citizen: Yes No

What forms of financial aid have you received for the _____ academic year: (circle all that apply)
 Work study Grant Loan Other: _____

Faculty Advisor/Research Sponsor: _____

Duration of research project: _____

Amount Requested: \$ _____

Office Use only	
Advance #: _____	Account: _____
Event ID#: _____	Vendor: _____
Director's Approval: Yes No	Amount Approved: _____
	Date of Decision: _____
Comments: _____	

Budget Form

Please complete the following if you are requesting funds for travel, books, supplies, photocopying or other research related costs. **Please note that the maximum award we will give to any student is \$1000.** The funds we have available are intended to help defray some of the costs of research activities but are not intended to subsidize entire projects, trips, etc. We also take financial need into account in our decisions, so please provide relevant financial information including a copy of your Financial Aid Award Notice if you have one. Please complete the following:

Travel Fund Request	
	Funds Requested
Airfare	\$ _____
Ground Transportation (mileage, car rental, train, other)	_____
Room and Board (hotel, dorms, meals)	_____
Other	_____
Total \$ _____	
Other funds available (amount): \$ _____	
Source: _____	
Dates of Travel: _____	
Destination and Purpose of Travel: _____	

Research Related Expenses	
Items:	Funds Requested:
Photocopying	_____
Supplies (list and describe)	_____
_____	_____
_____	_____
Books	_____
Other	_____
Total \$ _____	_____