

## Overview

The group grant program is intended to support either: 1) Group research projects or 2) Performances/presentations at professional conferences by groups of students (where multiple students are part of a single presentation or performance). Cases where groups travel to perform research or gain research training will also be considered. These funds may not be used for stipends or compensation of any type. Any equipment or supplies purchased for the project remain the property of the College. The travel or research can come from any discipline including work in visual and performing arts disciplines.

**The supporting faculty member is responsible for form submission.**

## Eligibility and Conditions

- Each student must be enrolled as a degree-seeking student at Westminster College at the time of the travel and be in good academic standing.
- For conferences the student group must make a presentation or performance.
- Projects must be conducted under the mentorship of Westminster College faculty.
- To receive travel/presentation funding or research funding, a completed Group Grant Application must be submitted and approved prior to any expenditures.
- Award recipients are required to participate in the Undergraduate Research & Arts Celebration in the academic year of their grant, even if they intend to graduate in December. Students who fail to participate in the celebration will be responsible for paying back their grant to the college in full.

## Application Checklist

Applications will not be considered until the complete set of application documents are received. The following components compose a complete application (forms comprise the rest of this document).

**Please check off each item before submitting your grant application.**

<input type="checkbox"/> Guideline Form (this page)	<input type="checkbox"/> Budget Form with faculty signature
<input type="checkbox"/> Presentation/Research Information Form	<input type="checkbox"/> Faculty Signature page
<input type="checkbox"/> Student Applicant Information/Signature Form	<input type="checkbox"/> Verification of acceptance to present/perform (when applicable)

## Deadlines and Award Notification

Applications are accepted on a rolling basis throughout the academic year. Grants received by noon on Friday will be reviewed and notifications will be sent electronically by the following Friday (except during college holidays).

Completed applications can be submitted either electronically or in print:

### Electronic:

[ugresearch@westminster.edu](mailto:ugresearch@westminster.edu)

Subject line should read:  
Faculty Member Last Name:  
Group Travel Grant Application

### Print:

Patrick Lackey, Director of Undergraduate Research  
Box 198  
Patterson Hall 315  
Drop forms by the office or send via campus mail.

## Questions?

Contact Dr. Patrick Lackey, Director of Undergraduate Research at the email address above or drop by the Undergraduate Research Office, Patterson Hall 315.

Drinko Center for Undergraduate Research  
Group Travel/Presentation or Research Grants: Application

**Presentation/Research Information Form:**  
(fill in only the sections relevant to your grant application):

**Group Travel Grant for a Conference/Presentation:**

Name of Conference/Presentation \_\_\_\_\_

Conference Location \_\_\_\_\_ Dates of Trip \_\_\_\_\_

Title of Presentation/Performance \_\_\_\_\_

**Acceptance Verification:** Please attach a print or electronic copy of documentation indicating your acceptance to present/perform

**Group Research Grant:**

Name of Project \_\_\_\_\_

**Abstract (for conference/presentation grants):** use abstract submitted to conference or compose a 150-250 word abstract) or provide a description of the activities to be performed during your group's travel.

Or

**Project Information (for research grants):** Describe your intended research project. Your description should contain background information about your project, an explanation of your proposed methodology (what you will do and how), and a statement of the goals/predicted outcomes of your project.

Drinko Center for Undergraduate Research  
Group Travel/Presentation or Research Grants: Application

**Budget Form**

**Overview**

The budget proposed below includes the only allowable expenses. Any item listed as “other” must be reviewed and approved.

Transportation can include mileage when a college vehicle is not used; a map of the route used is required for mileage reimbursement. Meals are not to exceed \$25.00 per day, receipts must list individual food items, and room service is not approved.

In order to seek reimbursement, you must provide documentation for each expense, so be make sure to collect itemized receipts.

Approved documentation includes: Original, itemized receipts for meals and detailed bills from hotels, airlines, etc. Credit card statements are not adequate support.

Submit Student Reimbursement Form (which will be provided with award notification) and all documentation for reimbursement to the Director of Undergraduate Research no more than 30 days after the expenses are incurred. Late submissions for reimbursement will not be processed.

Each student in the group is eligible for up to \$100 in funding. **The maximum award total is \$2,000.**

**Complete Proposed Budget:**

	<b>PER STUDENT</b>	<b>TOTAL COSTS</b>
Registration	_____	_____
Lodging	_____	_____
Meals	_____	_____
Transportation	_____	_____
Other	_____	_____
<b>Total</b>	_____	_____
<b>Amount Requested for Group Grant</b>		_____

**Budget explanation** (delineate expenses as needed and explain any costs noted as “other”)

**\*I certify that I have read and agree to the above conditions and have filled out the budget and funding information to the best of my ability.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Faculty sponsor)

Drinko Center for Undergraduate Research  
Group Travel/Presentation or Research Grants: Application

**Student Applicant Information and Signature Form**

Please fill in complete information for each student applicant. An additional applicant information and signature page can be found at the end of this document, use as many copies as necessary.

**Each student must read and agree to the following Eligibility and Conditions:**

- Each student must be enrolled as a degree-seeking student at Westminster College at the time of the travel and be in good academic standing.
- For conferences the student group must make a presentation or performance.
- Projects must be conducted under the mentorship of Westminster College faculty.
- To receive travel/presentation funding or research funding, a completed Group Grant Application must be submitted and approved prior to any expenditures.
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**Student Applicant Information**

Total Number of Student Applicants \_\_\_\_\_

**\*Signature indicates that the student certifies that they have read and agree to the above conditions**

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Major/Degree Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student applicant)

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Major/Degree Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student applicant)

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Major/Degree Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student applicant)

Drinko Center for Undergraduate Research  
Group Travel/Presentation or Research Grants: Application

**Faculty Signature Page**

**Faculty Sponsor**

I am familiar with this group's project, I support these students in receiving this grant and have completed a proposed budget. I have discussed the Undergraduate Research & Arts Celebration with each student, and he/she has agreed to participate.

Faculty Sponsor Name (Print): \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Faculty mentor)

**Director of Undergraduate Research Approval**

Note: Signature indicates that the proposed project meets previously established standards for student scholarship in this field and is worthy of funding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Director of Undergraduate Research)

**Notes** (Undergraduate Research Office Use Only)

Drinko Center for Undergraduate Research  
Group Travel/Presentation or Research Grants: Application

**Additional Individual Applicant Information and Signature Listing:** Use as many copies as needed

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Major/Degree Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student applicant)

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Major/Degree Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student applicant)

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Major/Degree Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student applicant)

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Major/Degree Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student applicant)

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Major/Degree Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student applicant)