

**Undergraduate Support for Attending a Professional Meeting
Department of Earth and Environmental Sciences**

This application is for travel to a professional conference for students presenting a poster or oral presentation. Support for travel for research and/or training purposes should be submitted under other departmental research awards (e.g., the Warren and Anneliese Wood Undergraduate Research Award).

Name of Applicant _____

This completed application must be submitted electronically to undergraduate secretary Pam Robinson (robin433@msu.edu).

Due dates: October 25 for Fall Semester; February 1 for Spring Semester

I. Personal Information

E-mail address: _____

Contact Phone Number: _____

Level/Class: _____

Major GPA: _____

Overall GPA: _____

II. Meeting/presentation information

Name of meeting: _____

Location and dates of meeting: _____

Meeting website: _____

III. Description of research project/applicant contribution

Attach a copy of the abstract and acceptance email

Are you the first author? Yes / No

Are you the presenter? Yes / No

What is your contribution to this research? Be specific.

How does this research/presentation relate to your career goals?

Plain language summary: In everyday language that is understandable to a non-research audience, explain the significance of the work, both to the specific problem as well as to broader geologic questions.

IV. Budget.

Estimated expenses (registration, travel, and lodging). *The department does not support costs for meals and incidentals or abstract submission fees.*

Meeting registration cost	Transportation (give airfare or mileage)	Lodging (# nights/amount per night)

Budget justification (justify or provide specifics for costs listed above)

What support, if any, will your Research Mentor provide for items listed above? State amount(s) and source(s).

Total amount of request (amount of a less amount of c)

V. Signatures

I affirm that my Research Mentor supports my attendance at this meeting.

Student

Date

I confirm the applicant's registration and attendance at this meeting.

Research Mentor or Undergraduate Advisor

Date