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 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.*

<table>
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<tr>
<th>Meeting registration cost</th>
<th>Transportation (give airfare or mileage)</th>
<th>Lodging (# nights/amount per night)</th>
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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

Version 11.02.2021