STUDENT TRAVEL FUNDS

Luther College recognizes the importance of undergraduate research in achieving its academic mission. Student research is supported through a series of distinct programs, most of which are coordinated by the Director of College Honors, with oversight by the Honors Advisory Committee. The following general guidelines help increase the impact of the available funds:

- Applications are accepted throughout the year but must be submitted in advance of the proposed project.
- Applications require the signature of both the student and the faculty supervisor.
- Priority will be given to projects that involve substantial student initiative and originality.
- Non-consumable items purchased with research funds (e.g., equipment, reference books) become the property of Luther College.
- Meal costs will not be covered, unless included as part of conference registration fees.
- At the completion of the project, recipients must submit to the Director of College Honors a final report that includes a project summary and a list of actual expenditures. Grant recipients should feel an obligation to seek opportunities to present their research at departmental colloquia, campus research fora, the annual Luther College Student Research Symposium, and/or regional or national conferences.

Research Grants
- For student research projects and conference travel, especially to present student research.
- Awards will not typically exceed $400 per student for a single project.

Honors Projects
- For student research projects of unusual rigor or sophistication, or conference travel to present such research.
- Intended primarily for students intending to complete Departmental Honors; minimum 3.3 GPA.
- Awards will not typically exceed $400 per student for a single project.

(Application Form Below)
STUDENT TRAVEL FUNDS: CONFERENCE/EVENT ATTENDANCE

DATE: ____________________

FUNDING REQUESTED BY (Faculty Supervisor—name/signature): ________________________________
   Email address: ______________________________

FOR: (Student—name/signature): ___________________________________________________________
   Email address: ______________________________

CONFERENCE/EVENT TITLE: ______________________________________________________________

LOCATION: ___________________________________________________________________________

DATES: ________________________________ AMOUNT REQUESTED: ________________

DESCRIPTION:
Briefly describe the benefits of the student’s participation in this event, and include an itemized budget
and relevant supporting materials. (Meal costs will not be covered, unless included as part of
conference registration fees.) Indicate the sources and amounts of any other support you will receive
towards the expenses.

Amount approved: ________________

By (signature and date): ________________________________

Deliver original receipts/documentation to the Director of College Honors for reimbursement/payment.