

APPLICATION FOR STUDENT RESEARCH OR CONFERENCE TRAVEL FUNDS

DATE: _____

STUDENT APPLICANT (Name and signature): _____

Email address: _____

DISCIPLINE: _____ YEAR IN SCHOOL: _____

FACULTY SUPERVISOR (Name and signature): _____

Email address: _____

PROJECT TITLE: _____

PROJECT DATES: _____ AMOUNT REQUESTED: _____

DESCRIPTION:

Below or on a separate sheet, fully describe the project (goals, methodology, and, as much as possible, its benefits to the student, the faculty member, and the College) and/or the benefits of the student's participation in this event. Include an itemized budget—rather than a lump sum request—and attach relevant supporting materials. (Note that 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.

<p><input type="checkbox"/> We prefer being reimbursed for approved expenses after delivering all receipts to the Dean's Office.</p> <p><input type="checkbox"/> Faculty supervisor will charge approved expenses on Luther credit card and will allocate to appropriate account number: _____</p>
Approval (Signature and date): _____ Amount Approved: _____

STUDENT RESEARCH OR CONFERENCE TRAVEL FUNDING GUIDELINES

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 Dean's Office. The following general guidelines help increase the impact of the available funds:

- For student research projects or conference travel to present student research.
- Awards will not typically exceed \$400 per student for a single project.
- 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 Dean's Office 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 Research Symposium, and/or regional or national conferences.

Submit completed funding request form to:

OFFICE OF THE DEAN
Dahl Centennial Union 262
deansoffice@luther.edu
563-387-1005