OUR Travel Awards Information and Guidelines

Goal of OUR Travel Awards

Funding supports undergraduate students presenting research papers and posters at professional conferences. Awards are made through a competitive process, and funding is not guaranteed. The Office of Undergraduate Research will disburse awarded funds to support undergraduate student conference participation after a formal review process.

Funding

OUR will fund a maximum of one OUR Travel Award per student annually. Students can apply for up to $1,000 to cover allowable expenses related to conference participation, including registration costs for an online conference. OUR typically supports only one student author per presentation. Applications from additional co-authors on a presentation may be considered as funds allow. Priority will be given to co-authors who engage in cost-saving practices such as room sharing, carpooling, and self-funded meals.

Eligibility

- Current undergraduate, degree-seeking students who are in good standing with the University.
- Students must be engaged in a research project under the mentorship of a UWF faculty member who is willing to support conference participation.
- Allowable mentors include current UWF faculty with a range of appointment types, including adjuncts, lecturers, post-docs, and tenure-line.

Deadlines for the Award Cycle

You may submit applications throughout the fall and spring semesters. Submit applications for summer conference participation before the end of the spring semester. Submit applications at least 45 days before conference travel.

Guidelines for Professional Conference

Please use the following guidelines to determine whether the event is a “professional conference.” If you are unsure if the event meets these guidelines, please email OUR at our@uwf.edu.

- A professional organization or academic institution sponsors the conference.
- The format for a student participant’s presentation is similar to that of a professional or faculty participant.

Application Procedures and Documentation. What is needed?

Submit applications via the OUR Application Portal at uwf_our.communityforce.com/Login.aspx. The following items are required:

- Summary of role in the conference. This could be an abstract of a presentation, a description of the competition, or others.

- Conference acceptance letter uploaded as PDF.
- Completed budget table and narrative.
- Student acknowledgment of the OUR Travel Award commitments.
- Faculty mentor acknowledgment of OUR Travel Award commitments.

Please complete one application per individual traveler. Group applications will not be accepted.

Notification of Awards

The Office of Undergraduate Research will review student applications on the 1st and 16th of each month. Applications must be completed by the start of business on the 1st, or they will not be reviewed until the 16th of the month. Applicants will receive a notification letter regardless of acceptance or denial. Award and denial letters will be emailed each month on the 8th and 23rd.

Award Procedures and Conditions. I have been awarded; what do I do now?

Once a student receives notification of an OUR Travel Award, they must sign an OUR Travel Award Agreement to formally accept the award and the requirements that accompany it. Applicants should wait until official notification of the award before making arrangements. **Note that any arrangements made before award notices will not be reimbursed if the application is denied. The student will be solely responsible for all expenditures.**

After you sign the Award Agreement, the award funds will be applied to your Transact account as a "scholarship," which you can view through MyUWF. Please note that if your Transact account has a balance due, this award will be paid toward the balance. Note: if you are traveling with a UWF faculty or staff member, travel arrangements may be coordinated by UWF staff, and your award funds will be applied directly to your travel costs rather than disbursed directly to you.

Deliverables and Reports. What is required after the conference?

Students who receive an award must submit an electronic Final Travel Report to the Office of Undergraduate Research within ten business days after completing the conference or travel. This report includes the following required items:

- An uploaded photo of the student presenting their poster or giving their presentation at the conference.
- An uploaded PDF of the poster, PowerPoint slides, or other documentation of the student presentation.
- Post-conference survey of your experiences and benefits of participation.

Student awardees must acknowledge the OUR Travel Award on the poster or in the presentation slides as "Conference attendance is supported by the UWF Office of Undergraduate Research through an OUR Travel Award." Student awardees must present their research at the UWF Student Scholars Symposium during the spring semester. Awardees can find guidelines and information regarding this presentation on OUR's website.

Travel awardees must also act as an OUR ambassador, which can be fulfilled through speaking at a campus event (or a class) about their research experience, volunteering at an OUR-sponsored event, and participating in an OUR social media spotlight.