2017/18 Undergraduate Travel Awards

The Office of Research Engagement (part of the Office of Research & Economic Development) is offering an award that consists of a maximum of $1000 for domestic or international travel. Awards can be used for travel to scholarly conferences, for travel for data collection, or for performance of original research/creativity/innovation/scholarship of a regional/national/international character. This grant allows undergraduate students to present original research at national and international conferences, conduct data-gathering trips, research trips to collaborators, or scheduled visits to program directors for prestigious award agencies/foundations.

PROCEDURES:

1. Cut and paste the below description into an email to your LSU mentor, along with a brief request for confirmation of their support. (Mentors should be tenure-track faculty, or faculty who intend to co-author peer-reviewed publications with their LSU mentees and/or submit research grant proposals based on the work.)

Undergraduate Travel Awards are intended to help LSU undergraduates present original creative work from LSU at regional, national or international meetings and other appropriate venues. These awards may also be used provide undergraduate students, who are involved in mentored research projects at LSU, with financial resources to assist with:
- off-site data gathering necessary for the advancement of their research
- participating in research opportunities with off-site collaborators
- participating in relevant off-site training

Highest priority will be given to research endeavors which are presented at national meetings and/or are likely to produce publication-quality data, and which may result in a joint publication by the student and LSU mentor. These awards are not intended to support research done elsewhere with no connection to LSU.

The student’s mentor should be aware of and in full support of the work that the student intends to research and/or present. While a formal letter of
recommendation from the LSU mentors is not required, each student applicant is required to show the section above to their mentor before applying. The mentor will be asked to confirm their support in a brief email to the student, which will be uploaded to the application as a PDF, along with other required documents. The email from the mentor will need to show the history of correspondence, including the student’s request for support with the above description. Failure to provide this support email will disqualify the student. (Please note that the mentor will be copied on all correspondence between this office and the student, during the application process.)

2. Applications must be submitted through the InfoReady web portal prior to attending the meeting (https://lsu.infoready4.com/). Paper applications will not be accepted unless explicitly authorized by the Office of Research Engagement.

3. The student must attach documentation (e.g. the printed program, a letter of invitation or acceptance from the organizers) confirming the paper, poster, presentation, or other purpose. The student must also upload their mentor’s brief letter/email of support.

4. Prior to travel, the student will consult with their home department’s travel coordinator to acquire approval to travel and acquire assistance with completing the Spend Authorization through Workday (or the AS516 form for non-workers). After travel is complete, the student will submit an Expense Report through Work Day, with the assistance of their home department’s travel coordinator (or the AS300-NW form for non-workers). The student will need to provide all documentation, receipts for transportation, hotel costs, and any other reimbursable expenses. The account number for funds awarded by the Office of Research Engagement is PG007980.

5. Upon completion of travel, the student will be required to submit a brief report summarizing their travel and research or presentation experiences. This report will be uploaded to the InfoReady web portal within 30 days of returning. (Please note, students will NOT be reimbursed until they submit this report.)

Information needed for the application:

- Undergraduate’s name, LSU email address, cell phone number, and LSUID number.
- Meeting website and/or visit details. If a visit/data gathering is planned, correspondence and support must be obtained beforehand so that it can be uploaded with the application.
- Description of the research to be presented. Preferably: title, author/co-authors, as they would appear in a resume and abstract for accepted presentations. Acceptable: title, authors/co-authors, and paragraph description. If research/presentation is of another type, please describe in detail.
- LSU mentor’s name, department and contact information, as well as the student’s home department’s travel coordinator’s contact information.
- An estimate of overall trip cost, and an estimate of funds (if any) that will match the travel award. Co-funding is encouraged. If the student will be paying for the remainder of the trip cost, please also indicate that.
Please consider the following criteria when submitting an application:

1. The Office of Research Engagement reviews all applications and makes the award decisions. The applicant and mentor will receive notification of the award by e-mail. This e-mail may contain additional instructions, if needed.
2. Attendance at meetings without presentation by the undergraduate will not be supported.
3. Applications will be considered for a maximum of two travel awards for different undergraduate mentees per LSU Mentor per fiscal year. It is required that each LSU undergraduate identify an LSU faculty mentor (previous research experience at LSU is expected) and that the application be supported by that mentor. Applications must be submitted at least one month prior to the meeting or travel. Exceptions may be made in extenuating circumstances. Applications submitted after the meeting will not be accepted. Retroactive travel awards are not made.
4. Funding for international travel will be considered.
5. Funding will only be awarded for personal presentation of original work of one’s own scholarship, or for data gathering trips, or scheduled and confirmed visits with program directors at agencies. Travel funds will not be held in reserve for more than one month after fiscal year closing (i.e. until July 31 of the next fiscal year, immediately following the one for which the funds have been awarded). All Travel Expense Reimbursement Requests (Workday Expense Report, or form AS300-NW for students not employed by the University) must be approved by the student’s home department, no later than June 1, 2018 in order to be reimbursed.
6. Higher priority will be given for travel awards to present work at conferences that have a national or international audience, rather than regional (no in-town conferences will be considered).
7. Funding to line up potential off-campus research opportunities will be considered, but require a clear description of how the off-campus research experience will connect to the LSU faculty mentor. These trips also require clear acknowledgement by the off-campus mentor that they will host the student and assist the student in obtaining support. Higher priority will be given when data gathering and/or technique training occurs as part of such a preliminary visit.
8. In no case can the award exceed the cost of travel and other allowable expenses incurred in connection with the meeting/trip.
9. In recognition that partial funding for the trip will often come from another source, preference will be given to applications which show some kind of co-funding from mentor, conference (such as waived registration or housing), local/community group, self-funding, or home department or unit.
10. If the traveler has funds remaining, they cannot be applied to an additional travel schedule.
11. Higher priority will be given for travel awards to visit federal agencies if they include a specific purpose and an acknowledgment from the federal agency (letter or e-mail).
12. **Eligibility:** All full-time LSU undergraduate students in good academic standing are eligible.

Consult your home department travel coordinator for additional policies and procedures regarding research travel.

Direct any questions to Douglas Villien (dvilli1@lsu.edu), Assistant Director for Research Engagement in the Office of Research and Economic Development.