



LBC UNDERGRADUATE RESEARCH TRAVEL SUPPORT

The Lyman Briggs Undergraduate Research travel support funds are available for LBC undergraduate students who have been selected to present research/creative activity at a professional conference or workshop. Funds to support travel are available to undergraduate students who have performed research/creative activity in close collaboration with a research mentor or conducted self-directed research and were supervised by a research mentor.

APPLICATION INFORMATION

- Applicants must be presenting research or engaging in a creative activity session (e.g. research poster, music master class, oral presentation, etc.).
- Available funds are meant to defray costs and are not intended to subsidize the entire trip.
- Applicants must be currently enrolled undergraduate students in good standing in LBC and the travel is expected to occur prior to graduation.
- Funding from the LBC research fund may be contingent upon funding from another source (i.e. [Honors College](#) or research mentor). Note that you need not be an Honors College student to get support from them.
- The submission and approval of a [Travel Request](#) by the university is also required. This will be supported by LBC and **must be completed with travel authorization prior to the student's departure and for processing the student's reimbursement upon return.**
- LBC travel support requests must be submitted prior to departure and include a completed application and confirmation by the student's mentor of anticipated presentation or an acceptance letter/email from the conference organizer.
- Applications will be reviewed on a rolling basis until funds are exhausted. Applicants are encouraged to submit this form and supporting documentation as early as possible.
- All recipients of travel support funds are required to submit a photo that was taken at the conference/workshop to document participation.

APPLICATION SUBMISSION DETAILS

Submit completed application with supporting PDFs of emails from research mentor and funding sources. Send an email to either:

- **Stephanie Brooks**, LBC Assistant to the Associate Deans, at brook451@msu.edu
- **Dr. Ryan Sweeder**, LBC Associate Dean for Research & Faculty Affairs, at sweeder@msu.edu

STUDENT & CONFERENCE INFORMATION

Name:

MSU email:

Academic College(s) & Major(s):

Class standing: First-Year Sophomore Junior Senior Intern
(Interns from select programs with prior approval)

Anticipated Semester of Graduation (e.g. Fall 2023): **Honors College member?** Yes No

Phone Number:

Research Mentor(s):

Mentor(s) Email:

With your application, please include a PDF of an email from your research mentor, confirming the above student applied for or expects to present at the conference identified below. (In lieu of mentor signature, a PDF of an acceptance letter/email from the conference organizer is also acceptable documentation.)

CONFERENCE INFORMATION

Conference Name:

Conference Location:

Conference Dates:

Presentation/Poster Title:

If this is a group presentation, list names and MSU emails of other undergraduate student co-presenters:

Please submit applications for group presentations together in one email.

FUNDING SUMMARY

List funding you may be receiving from sources other than LBC. Please include a PDF of an email from each funding source consulted, even if no funds are available to support this request. Preference will be given when other funding sources are also providing funds.

Funding Source	Amount of Funding	Name
Research Mentor or Supervisor		
Honors College		
Other (if applicable)		

Total amount requested from LBC Undergraduate Research Fund: \$

BUDGET PROPOSAL

Anticipated Conference Expenses:

Registration \$

Transportation \$

Lodging \$

Meals \$

Other (Explain) \$

Total \$

CONFERENCE TRAVEL CHECKLIST

- University [Travel Request](#) form submitted by you (if an employee) or college contact person (if not an employee)
- Identify what receipts and documentation will be needed for Expense Report
- Travel arrangements are made after Travel Request is approved by the university
- Apply for travel support from identified sources: research mentor, ASMSU, conference organizer, student or professional organizations, etc.
- Have a photo taken at the conference/workshop, and save receipts while in travel status
- Within 30 days of return (90 days maximum), submit [Expense Report](#)
- Upon your return, send conference presentation photo to sweeder@msu.edu. Your signature below indicates consent for LBC to use this photo for promotional purposes in any media format.

SIGNATURE

By signing below, I acknowledge that I will not receive a travel reimbursement if:

(1) I fail to have a fully submitted and approved Travel Request before departure and

(2) I fail to have a fully submitted and routed Expense Report within 90 days of my return.

Signature of Applicant:

Date: