**Guidelines and Instructions for Student Research Development Fund**

**Application for Single-Student Presenter**

The Student Research Development Fund is intended to enable students to take part in the important professional activity of conference presentation. Successful students are awarded up to $500 to cover expenses, such as conference travel, registration fees, hotel costs, and meals. Individual students may receive only one grant per academic year.

# **Eligibility Criteria**

* All students in good academic standing.
* Students who are presenting original research or other scholarly activity at a professional conference.

# **Application Checklist** Applicants must submit all of the following by the due date:

# Completed student application including comments from the Faculty Mentor

# Proof of acceptance for conference presentation (conference program or acceptance letter)

# All applications must be typed

# **Other Information**

* Students selected for funding must present receipts for reimbursement within 30 days of conference travel
* Conference travel must take place before student graduates or leaves Berry
* In cases of documented need, cash advances are available.
* Richard and George Scholars are not eligible for SRDF funding.
* Reimbursement for meals is limited to $30.00 per day.
* Use Multi-student application if more than one student is traveling to the same conference

**Printing Instructions** Please do **not** print double sided and do **not** staple.

By signing below, I agree that I have read and understand the above guidelines and will follow them.

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Student Signature Date Mentor Signature Date

2017-18 Application for Student Research Development Fund

**Office Use Only:**Funded: [ ] Yes [ ] No

Grant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Single-Student Form

Deadlines: September 18, November 18, January 18, and April 18

**Student Information**

Name of student: Click here to enter text.

Campus Box: Click here to enter text.

**Faculty Mentor Information**

Name of Faculty Mentor: Click here to enter text.

**Project Information**

Title of Project: Click here to enter text.

Name of Conference and Date of Presentation: Click here to enter text.

Amount of Request for the Project (Max $500): Click here to enter text.

**Abstract**

Provide a brief, non-technical summary of the project that addresses the project’s purpose, methods, and anticipated outcomes. (maximum of 200 words)

Click here to enter text.

Please attach documentation of program participation (e.g., copy of acceptance letter, proof of submission, or copy of the program identifying the student as the lead presenter).

Please describe your role in the presentation.

Click here to enter text.

Comments/Recommendations from Faculty Mentor. Please describe the value of this project for this emerging scholar.

Click here to enter text.

Have you applied for any other funding? If yes, please check which one you applied for below.

[ ] Richards Scholar Award [ ] Richards Undergraduate Research Support Grant

[ ] Kirbo Scholar Award [ ] Synovus Sophomore Scholars Grant

[ ] Howell Grant (through the Career Center) [ ] Clark Grant (through the Career Center

**Budget**

|  |  |
| --- | --- |
| Item | Cost |
| Materials and Supplies (itemize) |  |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Subtotal Materials and Supplies: | Click here to enter text. |
|  |  |
| Travel |  |
| Transportation Click here to enter text. | Click here to enter text. |
| Lodging: Click here to enter text.nights at Click here to enter text.per night | Click here to enter text. |
| Meals: Click here to enter text.days at Click here to enter text. Per day | Click here to enter text. |
| Subtotal travel: | Click here to enter text. |
|  |  |
| Equipment (Itemize) |  |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Subtotal equipment: | Click here to enter text. |
|  |  |
| Registration Fee (please describe) |  |
| Click here to enter text. | Click here to enter text. |
| Subtotal registration fees: | Click here to enter text. |
|  |  |
| Other (itemize) |  |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Subtotal other: | Click here to enter text. |
| **TOTAL PROJECT COST:** | Click here to enter text. |

**Attach copies of documentation used to construct your budget.**